

# **First Fidelity Bank Online Banking Cash Management Customer**

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## TABLE OF CONTENTS

<b>CASH MANAGEMENT USER .....</b>	<b>4</b>
CASH MANAGEMENT SETUP .....	4
ACH COMPANIES.....	4
WIRE TRANSFER TEMPLATES.....	8
ACH TEMPLATE LIST .....	10
CASH MANAGEMENT TRANSACTIONS .....	14
ACH BATCHES .....	14
CREATE NEW BATCH .....	15
ACH FILE UPLOAD .....	21
ACH TAX PAYMENTS .....	23
CREATE NEW TAX PAYMENT.....	23
WIRE TRANSFERS .....	25
CREATE NEW WIRE TRANSFER .....	25
WIRE TRANSFER TEMPLATES .....	28
ITEM AUTHORIZATION .....	29
CASH MANAGEMENT REPORTS .....	30
BATCH HISTORY .....	31
COMPANY .....	31
PARTICIPANT.....	32
SCHEDULED BATCH .....	32
SCHEDULED TAX PAYMENT .....	33
TAX PAYMENT HISTORY .....	33
TRANSACTION HISTORY.....	34
WIRE TRANSFER HISTORY .....	34
SECONDARY USERS .....	35
SECONDARY USERS.....	35
CREATING A NEW SECONDARY USER .....	35
ACH FILE UPLOAD FIELD DEFINITIONS .....	40

# Cash Management Customer

## Cash Management Setup

### ACH Companies

#### Cash Management → Setup → Company List

The ACH Companies screen is used to set up and maintain companies for ACH transactions.

**NOTE:** *An ACH Company must be established prior to completing a transaction within the Cash Management system.*

ACH COMPANIES		ACH COMPANY OPTIONS
		<a href="#">New Company</a>
Brooke's Bakery Company ID: 123456789	Batches: 0 <a href="#">Edit Company</a>	
Windy City Company ID: 456123456	Batches: 0 <a href="#">Edit Company</a>	

To create an ACH company:

1. Click *New Company*.
2. Enter the Name and Company ID (TIN).
3. Enter the Address information, if desired.
4. Click **Save Changes**.
5. Repeat steps 1 – 4 as many times as needed to enter additional ACH companies.

CREATE NEW COMPANY

\*NAME

\*COMPANY ID

ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

Cancel

Save Changes

To edit or delete an ACH company:

1. Select the company to edit by clicking *Edit Company*.
2. To maintain, update the information as needed, and then click **Save Changes**.
3. To delete, click *Delete Company*.

EDIT COMPANY

COMPANY  
OPTIONS  
Delete Company

\*NAME  
ABC Cleaning

\*COMPANY ID  
123456789

ADDRESS  
123 N. Main

ADDRESS

CITY  
Hutchinson

STATE  
Kansas

ZIP CODE  
12345

Cancel

Save Changes

## ACH Participants

### Cash Management → Setup → Participant List

The ACH Participants screen is used to set up participants that frequently receive ACH transactions for payroll, payments, receipts, or wire transfers.

ACH PARTICIPANTS		ACH PARTICIPANT OPTIONS
		<a href="#">New Participant</a>
Betty Boston ID:	Accounts: 1	<a href="#">Edit Participant</a>
Bob Joe ID: 5555555	Accounts: 1	<a href="#">Edit Participant</a>

To create a new participant record:

1. Select *New Participant*.
2. Enter the Name of the participant.
3. Enter the ID and Address information, if desired.
4. Select all applicable participant types.
5. Click **Save Changes**.

CREATE NEW PARTICIPANT

\*NAME

ID

ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

\*Type

☐ PAYROLL
 ☐ RECEIPT
 ☐ PAYMENT
 ☐ WIRE TRANSFER

Cancel

Save Changes

To edit or delete a participant record:

1. Select the participant by clicking *Edit Participant*.
2. To maintain, update the information as needed, and then click **Save Changes**.
3. To delete, click *Delete Participant*.

EDIT PARTICIPANT

PARTICIPANT OPTIONS

\*NAME

ID

ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

\*Type

☒ PAYROLL
 ☐ RECEIPT
 ☐ PAYMENT
 ☐ WIRE TRANSFER

Participant Accounts

Account: \*\*\*\*3123

Bank: 812435559

Type: Checking

Name:

Edit Account

Cancel

Save Changes

New Account

[Delete Participant](#)

## Adding Participant Accounts

Once a Participant has been created, additional options display.

To add an account:

1. Click *New Account*.
2. Enter the account information for the displayed participant.
3. Click **Save Changes**.
4. Repeat steps 1 – 3 as many times as needed until all participant accounts have been added.

PARTICIPANT OPTIONS
New Account
Delete Participant

NEW PARTICIPANT ACCOUNT	
*BANK RTN	BANK NAME
*ACCOUNT #	ACCOUNT NAME
*ACCOUNT TYPE Select Account Type ▼	
Cancel	Save Changes

To edit or delete a participant account:

1. Select *Edit Account* on the account that needs maintained.
2. To maintain, update the information as needed, and then click **Save Changes**.
3. To delete, click *Delete Account*.

EDIT PARTICIPANT ACCOUNT	PARTICIPANT ACCOUNT OPTIONS
*BANK RTN 812435559	BANK NAME ABC Bank
*ACCOUNT # 123123	ACCOUNT NAME
*ACCOUNT TYPE Checking ▼	Delete Account
Cancel	Save Changes

## Wire Transfer Templates

### Cash Management → Setup → Wire Template List

The Wire Transfer Templates screen is used to view, edit, or create templates for wire transfers.

WIRE TRANSFER TEMPLATES		
		SEARCH
Sort By >		
Template Name: Electric To Name: ABC Electric	Domestic	From Account: Charles Checking To Account: ****6321 <a href="#">Edit Wire Transfer Template</a>

**TEMPLATE OPTIONS**  
[New Domestic Template](#)  
[New International Template](#)

To create a new wire transfer template:

1. Click *New Domestic Template* or *New International Template*.
2. Use the Account drop-down to select the transfer from account. (*Optional*)
3. Enter a template name.
4. Select the Company for the template. (*Optional*)
5. Click **Participant** to select the recipient from the Participant List, or enter a new recipient.
6. Enter the Bank Name, Bank Routing Number, Account Number, Type and Beneficiary code.
7. Complete the Address fields, Intermediary Bank, and Beneficiary Bank sections if necessary.  
**NOTE:** *Based on the financial institution settings, some fields may not display.*
8. Click **Submit**.



NEW DOMESTIC WIRE TRANSFER TEMPLATE

Cancel

Submit

The **Cancel** and **Submit** are available at the top and bottom of the screen.

Transfer From

ACCOUNT  
Select Account

\*TEMPLATE NAME

COMPANY NAME  
Select Company

Recipient

Participant

\*NAME

ADDRESS 1

ADDRESS 2

CITY

STATE

ZIP CODE

DESCRIPTION

DESCRIPTION 2

PURPOSE

PURPOSE 2

\*BANK NAME

\*BANK RTN

\*ACCOUNT #

TYPE  
Checking

\*BENEFICIARY CODE  
D - DDA Account

Show Intermediary

Show Beneficiary

Cancel

Submit

To edit or delete a wire transfer template:

1. Select *Edit Wire Transfer Template* for the associated template.
2. To maintain, update the information as needed, and then click **Submit**.
3. To delete, click *Delete Wire Template*. Click **Delete** on the confirmation message, and then click **OK**.

## ACH Template List

### Cash Management → Setup → ACH Template List

The ACH Templates screen is used to create templates that will be available when uploading a batch created outside of the Online Banking system.

**NOTE:** By default, a NACHA-formatted template is available within the ACH File Upload screen. It is not necessary to create that type of template.

To create a new ACH template:

1. Click *New Template*.
2. Enter the Template Name, File Type, Record Length (Fixed Length file only), and Delimiting Character (Delimited file only).

#### NOTES:

- *Record Length* will only display if Fixed Length is selected in the *File Type* field.
  - *Delimiting Character* will only display if Delimited is selected in the *File Type* field.
3. Complete the remaining fields as needed.

4. If the field ‘*Does the file contain multiple record types?*’ is set to Yes, additional fields display. If No, skip to step 10.

*RECORD TYPE START: 0	*END: 0
FILE HEADER VALUE:	
*BATCH HEADER VALUE:	
*TRANSACTION VALUE:	
ADDENDA VALUE:	
BATCH TOTAL VALUE:	
FILE TOTAL VALUE:	
PADDING RECORD(S) TO SKIP VALUE:	

5. Complete the required fields indicated with an asterisk \*. *Ex: Record Type Start and/or End, Batch Header value, and Transaction value fields.*
6. Complete the remaining fields as needed.
7. Complete the required fields in the Batch Information section indicated with an asterisk \*. *Ex: Company Name, Company Identification, Standard Entry Class Code, and Effective Entry Date fields.*

Batch Information		
Service Class Code	FROM POSITION	0
*Company Name	FROM POSITION	0
Company Discretionary Data	FROM POSITION	0
*Company Identification	FROM POSITION	0
*Standard Entry Class Code	FROM POSITION	0
Company Entry Description	FROM POSITION	0
Company Descriptive Date	FROM POSITION	0 DATE FORMAT
*Effective Entry Date	FROM POSITION	0 DATE FORMAT
Settlement Date (Julian)	FROM POSITION	0
Originator Status Code	FROM POSITION	0
Originating DFI Identification (Routing number)	FROM POSITION	0
Batch Number	FROM POSITION	0

8. Complete the remaining fields as needed

9. Complete the required fields in the Transaction Information section indicated with an asterisk \*. *Ex: Transaction Code, Account Type, Transaction Type, Receiving DFI Identification, DFI Account Number, and Amount fields.*

Transaction Information			
*Transaction Code	FROM POSITION	0	
*Account Type	FROM POSITION	0	CHECKING SAVINGS
*Transaction Type	FROM POSITION	0	CREDIT DEBIT
*Receiving DFI Identification (Routing number)	FROM POSITION	0	
*DFI Account Number	FROM POSITION	0	
*Amount	FROM POSITION	0	DECIMAL IMPLIED (Y/N)
Check Serial Number or Identification Number	FROM POSITION	0	
Individual Name or Receiving Company Name	FROM POSITION	0	
Discretionary Data	FROM POSITION	0	
Addenda Indicator	FROM POSITION	0	
Trace Number	FROM POSITION	0	
Addenda	FROM POSITION	0	

10. Complete the remaining fields as needed.
11. Click *Save Changes*.

## Cash Management Transactions

### ACH Batches

#### Cash Management → Transactions → ACH Batches

The ACH Batches screen is used to create new batches, upload batches, or maintain inactive batches.

ACH BATCHES		ACH OPTIONS
<input type="checkbox"/> DELETE Debits: \$27,097.06 (3) Confirmation: 1422080	Payroll 6/2018 Credits: \$27,097.06 (1) Effective Date: 06/01/18 Edit Batch	New Batch Upload File Delete Selected

<b>Delete</b>	Indicates the associated batch will be deleted once <i>Delete Selected</i> is clicked.
<b>Name</b>	User defined name of the batch.
<b>Debits/Credits</b>	Amount of the batch.
<b>Confirmation #</b>	Confirmation number of the batch.
<b>Effective</b>	Date the batch becomes effective.
<b>Previous Effective</b>	Indicates the previous effective date for the batch. <b>NOTE:</b> <i>The date displays automatically updates once the batch is processed by the financial institution.</i>
<b>Status</b>	Indicates the status of the batch. <ul style="list-style-type: none"> <li>Active – The batch is active and awaiting bank approval.</li> <li>Inactive – The batch is not active. <b>NOTE:</b> <i>Once the bank has processed the batch, the status will go from Active back to Inactive.</i></li> <li>Over Limits – The user is over bank defined limits for the batch. The bank will need to approve the batch before it can be submitted for processing.</li> <li>Denied – The batch was denied by a bank user.</li> <li>0-1 Appr – Indicates the number of approvals that have been completed along with the number of approvals required. <b>NOTE:</b> <i>This number will change based on number of approvals completed and required. Ex: 1-2.</i></li> </ul>

## Create New Batch

Cash Management → Transactions → ACH Batches → *New Batch*

<b>Batch Name</b>	Name of the batch for user reference.
<b>Company Name</b>	Select the name of the company for which the batch was created. Company names display once they are created on the ACH Companies screen.
<b>Account</b>	Drop-down field that displays deposit accounts for the user.
<b>Entry Class</b>	Code that identifies that entry class. <i>Options include:</i> <ul style="list-style-type: none"> <li>• <b>ARC</b> – Single debits based on a check received through U.S. mail or dropbox.</li> <li>• <b>CTX</b> – Corporate Trade Exchange.</li> <li>• <b>PPD</b> – Prearranged payments and deposits (payroll, bill payments).</li> <li>• <b>RCK</b> – Single debits used to represent a check that was processed and returned due to lack of funds.</li> <li>• <b>TEL</b> – Single debits authorized via telephone.</li> <li>• <b>WEB</b> – Single or recurring debits authorized via Internet.</li> <li>• <b>CCD</b> – Transactions to businesses or organizations through cash concentration and disbursement accounts.</li> </ul>
<b>Description</b>	Description for the ACH batch. <i>Limited to 10 characters.</i>
<b>Disc Data</b>	Optional field that can be used to enter additional text that will be sent with this transaction. <i>Limited to 20 characters.</i>

**Prenote**

If checked, a zero dollar transaction will be sent to all accounts to validate the account information.

**Activate and send to bank**

If checked, the ACH batch is active and awaiting approval from the bank.

**NOTE:** *Once the ACH has been activated, it is recommended that no edits be made to the batch within 2 business days of processing. If edits are needed 1-2 business days prior to processing, it is recommended that the user un-checks the Activate and send to bank check box, save the changes, and then continue with any edits that are needed. After edits are completed, select the Activate and send to bank check box and save the changes.*

**Batch Submission Schedule:**

☒ SUBMIT NON-RECURRING BATCH AND SAVE DATA.  
☐ SUBMIT NON-RECURRING BATCH AND DELETE DATA.  
☐ SCHEDULE RECURRING BATCH TO REPEAT EVERY  day(s)

EFFECTIVE DATE      ENDING DATE

Make the effective date the business day  HOLIDAY before

**Batch Submission Schedule**

Use this field to set up the schedule for the batch. *Options are:*

- Submit non-recurring batch and save data – The batch is submitted on the effective date and the batch is saved.
- Submit non-recurring batch and delete data – The batch is submitted on the effective date. Once the batch is processed, the batch is deleted.
- Schedule recurring batch to repeat every X day(s), week(s), months(s), year(s) – The batch is set up on a recurring schedule.

**Effective Date**

Effective date for the batch.

**End Date**

If a schedule recurring batch, date the batch ends. If the batch has no end date, this field can be left blank.



**Holiday**

Determines when the transaction is processed if the effective date falls on a holiday. Options are:

- Before – The transaction is completed the processing day before the holiday.
- After – The transaction is completed the processing day after the holiday.

To create a new ACH batch:

1. Click *New Batch*.
2. Enter the batch name.
3. Select the company.
4. Select the account.
5. Select the entry class.
6. Enter the batch description.
7. Enter the disc data, if applicable.
8. Check the prenote check box, if applicable.
9. Complete the batch submission, date and holiday fields.
10. Click **Save Batch**.

Once a batch is saved, an additional section, Transactions, displays. Click **New Transaction** to enter the participant.

Transactions		<div style="display: inline-block; background-color: #333; color: white; padding: 2px 5px; margin-right: 5px;">Zero Amounts</div> <div style="display: inline-block; background-color: #333; color: white; padding: 2px 5px; border: 2px solid red;">New Transaction</div>
<div style="display: flex; justify-content: space-between;"> <span>Total Debits: \$0.00</span> <span>Total Credits: \$0.00</span> </div>		
<b>Transactions</b>		<a href="#" style="color: #007bff;">▶ New Transaction</a>
<b>Total Debits</b>	\$0.00	<b>Total Credits</b>
		\$0.00

NEW ACH TRANSACTION

☐ PRENOTE

TRAN TYPE  
 Select Tran Type ▼

\*NAME

ID

\*AMOUNT

USE PARTICIPANT  
 Select Participant ▼

\*BANK RTN

\*ACCOUNT #

ACCOUNT TYPE  
 Select Account Type ▼

ADDENDA

☐ ADD NEW PARTICIPANT

Cancel

Save Transaction









<b>Prenote</b>	Indicates if a zero dollar transaction will be sent to verify the account. If selected, the amount field will be set to zero and cannot be maintenance.
<b>Tran Type</b>	Type of ACH transaction being created. <i>Options are:</i> <ul style="list-style-type: none"> <li>• Payroll (<i>Debit</i>)</li> <li>• Payment (<i>Debit</i>)</li> <li>• Receipt (<i>Credit</i>)</li> </ul>
<b>Use Participant</b>	Drop-down field that contains participants that were entered on the ACH Participants screen.
<b>Name</b>	Name of the individual or company associated with the account.
<b>Bank RTN</b>	Financial institution routing number.
<b>ID</b>	Optional field for extra information regarding the name associated with the account. For example, if a company name is used in the Name field, this field can be used to indicate the name of the individual associated with the company. <i>Limited to 15 characters.</i>
<b>Account #</b>	Account number for the transaction.
<b>Amount</b>	Amount of the transaction.
<b>Acct Type</b>	Type of account the funds are being deposited into or withdrawn from. <i>Options are:</i> <ul style="list-style-type: none"> <li>• Checking</li> <li>• Savings</li> </ul>
<b>Addenda</b>	Description or additional information regarding the transaction. <i>Limited to 80 characters.</i>
<b>Add New Participant</b>	If selected, indicates the participant should be added to the participant list screen. <b>NOTE:</b> <i>If the participant should be available for multiple transaction types, edit the participant on the Participant List screen.</i>



To create a new ACH transaction:

1. Click *New Transaction* from the Create New Batch screen.
2. If applicable, click the prenote checkbox if this transaction should be a prenote.
3. Select the transaction type from the Tran Type drop-down.
4. If applicable, select the participant from the Use Participant drop-down. (*If used, skip to step 6.*)
5. Enter the individual or company in the name field.

6. Complete the bank routing and account numbers.
7. Enter the transaction amount.
8. Select the account type.
9. Complete the ID and Addenda fields, if needed.
10. Click **Save Transaction**.
11. Repeat steps for as many transactions as needed.
12. Once the ACH batch is complete, click the **Activate and send to bank** check box.

To edit an ACH transaction:

Transactions								Zero Amounts	New Transaction
PRENOTE	NAME	ID	BANK #	ACCOUNT #	TYPE	MODIFY DATE	AMOUNT		
No	0000JOHN DOE	41-6005906	91207087	****1541	Receipt	1/9/2018 2:58:16 PM	27097.06		
No	00012769 MARY SMITH	29191	75900575	****5453	Payment	1/9/2018 2:58:16 PM	1.84		
No	0001777 JANE DOE	29193	75900575	****1543	Payment	1/9/2018 2:58:16 PM	13678.18		
No	0001DOUGLAS SMITH	25293	291974204	****7452	Payment	1/9/2018 2:58:16 PM	13417.04		
Total Debits: \$27,097.06				Total Credits: \$27,097.06					

1. Click the  to open the transaction detail or click  to remove the transaction. To clear out all transaction amounts, click **Zero Amounts**.
2. Make changes as needed.
3. Click **Save Transaction**.

## ACH File Upload

**Cash Management → Transactions → ACH Batches → Upload File**

The ACH File Upload screen is used to upload a batch created outside of the Online Banking system. *Formats include:*

- NACHA
- Delimited
- Fixed

To upload a file from a template:

1. Select the account.
2. From the Template drop down, select the existing template.
3. Click **Upload** to search for the file to upload or drag and drop the file on **Drop files here**.
4. A new section, File Data, then displays. This section displays the data included in the uploaded file.
5. Check the Prenote check box, if needed.
6. The File, Batch, and Transaction information tabs display. These tabs will prefill with information entered when creating the template.

### NOTES:

- *If you are using the NACHA format template, the fields will prefill and cannot be maintained.*
  - *Based on the type of file that is being used, additional information may be required that was not displayed while creating the template. It is recommended that you view each tab to make sure all information is completed as needed. If the required information is not completed and the batch is submitted, a message displays indicating that required fields are not completed.*
7. Click **Submit**.
  8. Open the uploaded batch.

9. Check the Active check box.
10. Click **Save Batch**.

To upload a new template file:

1. Select the account.
2. From the Template drop down, select *New template*.
3. Check the Prenote check box, if needed.
4. A new section, File Data, then displays. This section displays the data included in the uploaded file.
5. Enter the Template Name, File Type, Record Length (Fixed Length file only), and Delimiting Character (Delimited file only).

**NOTES:**

- *Record Length will only display if Fixed Length is selected in the File Type field.*
  - *Delimiting Character will only display if Delimited is selected in the File Type field.*
6. Complete the remaining fields as needed.
  7. Complete the Record Type Start and End, Batch Header value, and Transaction value fields.
  8. Complete the remaining fields as needed.
  9. Select the Batch Information tab.
  10. Complete the required fields indicated with an asterisk \*.
  11. Complete the remaining fields as needed.
  12. Select the Transaction Information tab.
  13. Complete the required fields indicated with an asterisk \*.
  14. Complete the remaining fields as needed.
  15. Click **Save Batch**.

## ACH Tax Payments

Cash Management → Transactions → ACH Tax Payments

The ACH Tax Payments screen displays a list of tax payment items including the company, account, amount to debit, and the date the taxes are due.

ACH TAX PAYMENTS		TAX PAYMENT OPTIONS
		<a href="#">New Tax Payment</a>
ABC Cleaning \$100.00	Account: Charles Checking	Active Due Date: 4/30/2019 <a href="#">Edit Tax Payment</a>

### Create New Tax Payment

Cash Management → Transactions → ACH Tax Payments → *New Tax Payment*

CREATE NEW TAX PAYMENT

\*COMPANY  
Select Company

\*DESCRIPTION

\*ACCOUNT  
Select Account

\*TAX FORM  
Select Form

\*PAY TYPE  
Select Payment Type

DISC DATA

\*DUE DATE  
4/1/2020

\*PERIOD END

Tax Payment Amounts

\*TYPE

\*AMOUNT

TYPE

AMOUNT

TYPE

AMOUNT

Cancel

Submit Payment

<b>Company</b>	Company the transaction is associated with.
<b>Description</b>	Description regarding the transaction.
<b>Account</b>	Account or share used for the transaction.
<b>Tax Form</b>	Tax form to which the tax payment applies.
<b>Pay Type</b>	Type of tax payment. <i>Options are:</i> <ul style="list-style-type: none"> <li>• Payment Due on a Return or an IRS Notice</li> <li>• Estimated Payment</li> <li>• Payment Due on an extension</li> <li>• Federal Tax Deposit</li> <li>• Advanced Payment of Deficiency</li> <li>• Deficiency Assessed by IRS</li> <li>• Designated Payment of Interest</li> <li>• Designated Payment of Penalty</li> <li>• Designated Payment of Fees</li> <li>• Cash Bond Payment</li> </ul>
<b>Disc Data</b>	Optional field that can be used to enter additional text that will be sent with this transaction. <i>Limited to 20 characters.</i>
<b>Due Date</b>	Date the tax payment is due.
<b>Period End</b>	Date the tax payment is paid through.
<b>Amount</b>	Tax payment amount.

To create a new tax payment:

1. Click *New Tax Payment*.
2. Select a company, account or share, tax form, and pay type.
3. Enter a description.
4. Enter the disc data, if applicable.
5. Enter the due date.
6. Enter the period end date.
7. Enter the amount.
8. Click **Submit Payment**.

To edit or delete a tax payment:

1. Click *Edit Tax Payment*.
2. Make updates as needed.
3. Click **Submit Payment**.
4. To delete, click *Delete Tax Payment*.



## Wire Transfers

### Cash Management → Transactions → Wire Transfers

The Wire Transfers screen is used to view previously created wire transfers, create new wire transfers, or create new wire transfer templates.

WIRE TRANSFERS		WIRE TRANSFER OPTIONS
<div>Sort By &gt;</div> <div>SEARCH</div>		<a href="#">New Domestic Wire Transfer</a> <a href="#">New International Wire Transfer</a> <a href="#">Wire Transfer Templates</a>
Sally Smith \$11,500.00 From: Charles Checking	Domestic 1 of 2 Appr To: 456123 <a href="#">Edit Wire Transfer</a>	

### Create New Wire Transfer

### Cash Management → Transactions → Wire Transfers → *New Wire Transfer*

NEW DOMESTIC WIRE TRANSFER TEMPLATE

Cancel

Submit

Transfer From

ACCOUNT

Select Account

▼

\*TEMPLATE NAME

COMPANY NAME

Select Company

▼

Recipient

Participant

\*NAME

ADDRESS 1

ADDRESS 2

CITY

STATE

ZIP CODE

DESCRIPTION

DESCRIPTION 2

PURPOSE

PURPOSE 2

\*BANK NAME

\*BANK RTN

\*ACCOUNT #

TYPE

Checking

▼

\*BENEFICIARY CODE

D - DDA Account

▼

Show Intermediary

Show Beneficiary

Cancel

Submit

**Templates**

Click to display a list of wire templates that were created on the Wire Templates screen.

**Transfer from****Account**

From account for the wire transfer.

**Amount**

Amount of the wire transfer.

**Recipient**

Click to display a list of participants created on the ACH Participant screen.

**Name**

Name of the recipient.

**Description**

Description of the wire, if needed.

**Bank Name**

Name of the financial institution.

**Bank RTN**

Financial institution routing number.

**Account #**

Recipient's account number.

**Type**

Type of account. *Options are:*

- Checking
- Savings

**Beneficiary Code**

Identifies the beneficiary.

**Intermediary Bank (if necessary)**

Intermediary Bank (if necessary)

BANK NAME		BANK ID
ADDRESS 1		ADDRESS 2
CITY	STATE	ZIP CODE
REF CODE	INTERMEDIARY BANK CODE - Identifier Code not used	

**Bank Name**

Name of the intermediary financial institution.

<b>Bank ID</b>	Additional information regarding the financial institution.
<b>Ref Code</b>	Optional field used for information that is applicable to the originator.
<b>Intermediary Bank Code</b>	Identifies the intermediary bank's code.

**Beneficiary Bank (if necessary)**

Hide Beneficiary

Beneficiary Bank (if necessary)

BANK NAME

BANK ID

ADDRESS 1

ADDRESS 2

CITY

STATE

ZIP CODE


BENEFICIARY BANK CODE

- Identifier Code not used

▼

<b>Bank Name</b>	Name of the beneficiary financial institution.
<b>Bank ID</b>	Additional information regarding the financial institution.
<b>Ref Code</b>	Optional field used for information that is applicable to the originator.
<b>Beneficiary Bank Code</b>	Identifies the beneficiary bank's code.

To create a new wire transfer:

1. Click *New Wire Transfer* from the Wire Transfers screen.
2. Select the from account.
3. Enter the amount.
4. Click  to select from a list of participants, or enter the name of the recipient.
5. Enter the address and description fields as needed.
6. Enter the name of the bank.
7. Enter the bank routing number.
8. Enter the account number.
9. Select the type of account.
10. Complete the Intermediary and Beneficiary Bank information, if necessary.
11. Click **Submit**.

To create a new wire transfer using a template:

1. Click *New Wire Transfer* OR *Wire Transfer Templates*.
2. Click the *Templates* link.
3. Select the wire template.
4. Enter the amount.
5. Enter the address and description fields as needed.
6. Select the type of account.
7. Complete the Intermediary and Beneficiary Bank information, if necessary.
8. Click **Submit**.

## Wire Transfer Templates

**Cash Management → Transactions → Wire Transfers → *Wire Transfer Template***

The Wire Transfer Templates screen is used to view, edit, or create new wire templates.

**NOTE:** *For information regarding the Wire Transfer Templates screen, please refer to the Wire Transfer List section previously discussed in the manual.*

WIRE TRANSFER TEMPLATES		TEMPLATE OPTIONS
Template Name: 5/23 To Name: Betty Boston		New Template
From Account: Charles Checking To Account: ****4574 Edit Wire Transfer Template		

## Item Authorization

### Cash Management → Transactions → Item Authorization

The Cash Management Item Authorization screen allows users with the proper permissions to authorize unauthorized ACH items.

CASH MANAGEMENT ITEM AUTHORIZATIONS

Approve All

Approve Selected

Unapproved ACH Batches

SEARCH

Sort By >

<input type="checkbox"/>	APPROVE Debits: \$28,935.22 (3) Approval: 1 of 2 Check All Batches	Name: 645372 - Uploaded: 3/31/2020 Credits: \$27,097.06 (1) Created: 3/31/2020 2:35:00 PM View ACH Batch
<input type="checkbox"/>	APPROVE Debits: \$1,544.55 (1) Approval: 1 of 2 Check All Batches	Name: ABC COMM PAYROLL Credits: \$0.00 (0) Created: 3/16/2020 2:28:00 PM View ACH Batch

To approve:



- All displayed items in a specific transaction type, select *Check All Batches*, *Check All Tax Payments* or *Check All Wire Transfers* then select **Approve Selected**.
- Only specific items, select the check box associated with the transaction(s), then click **Approve Selected**.
- To approve all items in the ACH Batches, Wire Transfers or Tax Payments section, select **Approve All**.

## Cash Management Reports

### Cash Management → Reports

Multiple Cash Management reports are available to help analyze transactions or to view users that have authority to create cash management transactions within Online Banking.

Upon selecting a report from the menu, you will be prompted with search criteria unique to that report. Complete the search criteria as needed and then click **Submit** to see the report.

*STARTING DATE		*END DATE	
CUSTOMER NUMBER	STATUS ALL		
SCHEDULETYPE ALL			
COMPANY NAME			
OFFSET ACCOUNT			
PRENOTE All Items			
BATCH NAME			
CONFIRMATION #			
<b>Submit</b>			

## Batch History

The Batch History report displays batches that were submitted during the selected date range.

Batch History Report			1/1/2019 - 4/24/2019
Customer	100001	Confirmation #	9888988
Batch Name	Payroll	Company Name	Bank 579
Description	payroll	Offset Account	1
Disc. Data		Status	Deleted
Entry Class	PPD	Submit	Once and Save
Participant Name	Participant ID	Type	
Account Number	FI RTN	Amount	
Betty Boston		Payroll	
784574	103102135	\$15,000.00	
Offset Debit	100001	Offset Debit	
1	812435559	\$15,000.00	
Total Debits / Total Credits		\$15,000.00	\$15,000.00
File Reference Code	Submit Date/Time	Batch Status	
8A41490	1/31/2019 12:42:04 PM	Batch Sent	
Monday, April 29, 2019			Page 1 of 9

## Company

The Company report displays all companies available for use in cash management.

Company Report				4/29/2019
Customer	Company Name	Tax ID	Tax Region	# Batches
100001	ABC Cleaning	123456789	North	1
100001	Brooke's Bakery	123456789	South	0
100001	Windy City	456123456	North	0
Monday, April 29, 2019				Page 1 of 2

## Participant

The Participant report displays cash management participants and the parameters associated with the search.

Participant Report				4/29/2019
Customer	100001	Participant Type		
Participant Name	Betty Boston	Payroll	YES	
Participant ID		Payment	YES	
Address		Receipt	YES	
		Wire Transfer	YES	
City				
State				
Zip				
Name	FI	Account Number	Type	
	103102135	784574	Checking	

## Scheduled Batch

The Scheduled Batch report displays current batches with an effective date within the specified date range.

Scheduled Batch Report				4/29/2019 - 8/1/2019
Customer	100001	Confirmation #	1422080	
Batch Name	Payroll 6/2018	Company Name	ABC GRILL	
Description	PAYMENT	Offset Account	1	
Disc. Data		Prenote	Do not send as prenote	
Entry Class	CCD	Status	Active	
Submit	Once and Save	Effective Date	4/29/2019	
Participant Name	Participant ID	Type		
Account Number	FI RTN	Amount		
0001DOUGLAS SMITH	25293	Payment		
4910684	291974204		\$5.00	
Offset Debit	100001	Offset Debit		
4910684	812435559		\$15.00	
00012769 MARY SMITH	29191	Payment		
4910684	075900575		\$5.00	
0001777 JANE DOE	29193	Payment		
4910684	075900575		\$5.00	
0000JOHN DOE	41-6005906	Receipt		
4910684	091207087		\$154.00	
Offset Credit	100001	Offset Credit		
4910684	812435559		\$154.00	
Total Debits / Total Credits		\$169.00	\$169.00	
Monday, April 29, 2019				Page 1 of 2



## Scheduled Tax Payment

The Scheduled Tax Payment report displays tax payments that are scheduled to be processed during the selected date range.

Scheduled Tax Payment Report		3/4/2019 - 4/30/2019	
Customer	100001	Due Date	
Offset Account	1	Period End	5/3/2019
Payment Details			
Company:	ABC Cleaning	Total Payment Amount	\$100.00
Tax Form:	11-C		
Pay Type:	Advanced Payment of Deficiency		
Description:	Tax Pay		
Disc Data:			

## Tax Payment History

The Tax Payment History report displays tax payments that were processed during the selected date range.

Tax Payment History Report		4/29/2019 - 5/3/2019	
Customer	100001	Date Processed	4/29/2019 8:45:53 AM
Offset Account	1	Status	Processed
Due Date	4/29/2019	Period End	5/3/2019
Payment Details			
Company:	ABC Cleaning	Total Payment Amount	\$100.00
Tax Form:	11-C		
Pay Type:	Advanced Payment of Deficiency		
Description:	Tax Pay		
Disc Data:			

## Transaction History

The Transaction History report displays transactions that were submitted during the selected date range.

Transaction History Report			1/28/2019 - 4/29/2019
Customer	100001	Submit Date	1/31/2019
Reference Code	B9167907	Submit Time	11:45 AM
Participant Name	Participant ID	Type	
Account Number	FI RTN	Amount	
Bank 319	123456	Payroll	
55511122	812435559	\$500.00	
Offset Debit	100001	Offset Debit	
1	812435559	\$1,100.00	
Betty Boston		Payroll	
784574	103102135	\$600.00	
Bank 319	123456	Payroll	
55511122	812435559	\$0.00	
Betty Boston		Payroll	
784574	103102135	\$15,000.00	
Offset Debit	100001	Offset Debit	
1	812435559	\$15,000.00	

## Wire Transfer History

The Wire Transfer History report displays wire transfers that were created during the selected date range.

Wire Transfer History Report			2/25/2019 - 4/29/2019
Date & Time	From Customer	From Account	Amount
To FI	Recipient	To Account	
4/9/2019 10:49:11 AM	100001	1	\$50,000.00
812435559	Bank 319	55511122	
4/9/2019 10:46:26 AM	100001	1	\$500.00
812435559	Bank 319	55511122	
4/9/2019 10:45:07 AM	100001	1	\$500.00
812435559	Bank 319	55511122	

## Secondary Users

### Secondary Users

**Preferences → Internet Banking Options → Secondary Users**

The Secondary Users screen gives account owners the ability to grant non-account owners individualized access to the Internet Banking/Cash Management system. This screen is also used to view, edit, or remove secondary users from the system.

SECONDARY USERS			SECONDARY USER OPTIONS
			<a href="#">Create New Secondary User</a>
			SEARCH
CUSTOMER ID	CREATE DATE	LAST LOGGED IN	
****0001-JohnBanker	07/24/2017 08:48 AM	04/17/2019 03:11 PM	<a href="#">Edit</a>

### Creating a New Secondary User

**Preferences → Internet Banking Options → Secondary Users → *Create New Secondary User***

New Secondary User

**Customer Number:** 100001

USER NAME

PASSWORD

CONFIRM PASSWORD

Cancel

Continue

**Customer Number** Customer number for the primary account owner.

**User Name** User name for the secondary user.

**Password** Password for the secondary user.

**NOTE:** Based on Secondary User Rights, the secondary user may be forced to change their password upon login.

**Confirm Password** Confirm password for the secondary user.

EDIT SECONDARY USER		
<b>Customer Number</b> 100001	<div>USER NAME</div> <div>JohnBanker</div>	
<b>Status</b> Enabled	<b>Last Login</b> 4/17/2019 3:11:54 PM	
<b>Secondary User Rights</b>		
<input checked="" type="checkbox"/> CAN CHANGE PASSWORD	<input type="checkbox"/> FORCE PASSWORD CHANGE	<input checked="" type="checkbox"/> ALLOW MESSAGING
<input checked="" type="checkbox"/> ALLOW BILLPAY	<input type="checkbox"/> USE PRIMARY USER'S ACCOUNT FRIENDLY NAMES	
<input checked="" type="checkbox"/> EXTERNAL ACCOUNT SETUP		
<b>Cash Management Rights</b>		
<input checked="" type="checkbox"/> EDIT ACH COMPANY	<input checked="" type="checkbox"/> VIEW ACH REPORTS	<input checked="" type="checkbox"/> EDIT ACH PARTICIPANTS

**Customer Number** Customer number for the primary account owner.

**User Name** User name for the secondary user.

**Status** Indicates the status of the secondary user.

**Last Login** Displays the last time the secondary user logged in.

**Secondary User Rights** Indicates which rights the secondary user has within Online Banking. *Options are:*

- Can Change Password – Secondary user is able to change their password.
- Force Password Change – Secondary user will be forced to change their password upon login.
- Allow Messaging – Secondary user has access to messaging.
- Allow Billpay – Secondary user has access to billpay.
- Allow Remote Deposit Capture – Secondary user has access to submit deposits via remote deposit capture.
- User primary user's account friendly names – Indicates the accounts display the user friendly name established by the primary user.
- Allow mobile banking – Secondary user has access to mobile banking.
- External Account Setup – Secondary user has the capability to create external transfer accounts.

**NOTE:** Secondary user rights available vary by financial institution.

**Cash Management Rights** Indicates which rights the secondary user has within cash management. *Options are:*

- Edit ACH Company
- View ACH Reports
- Edit ACH Participants

### Account

Click the account link to display the account limits.

ACCOUNT	VIEW	XFER IN	XFER OUT	EXTER IN	EXTER OUT	APPR	APPR SELF	ACH DB	ACH CR	\$\$ ONLY	PART ONLY	TAX PAY	WIRE TRAN	TMPL SETUP	TMPL USE	APPR	APPR SELF
<a href="#">Charles Checking</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Limits	External Funds Transfer In		External Funds Transfer Out		ACH Debit Batch		ACH Credit Batch		ACH Tax Payment		Wire Transfer						
Daily Amount Approval	\$ 1000.00		\$ 1000.00		\$ 100.00		\$ 100.00		\$ 100.00		\$ 100.00						
Transaction Amount Approval	\$ 500.00		\$ 500.00		\$ 100.00		\$ 100.00		\$ 100.00		\$ 100.00						

**View** Indicates if the secondary user is able to view the account.

**Xfer In** Indicates if the secondary user is able to transfer funds into the account.

**Xfer Out** Indicates if the secondary user is able to transfer funds out of the account.

**Exter In** Indicates if the secondary user is able to create external transfers in.

**Exter Out** Indicates if the secondary user is able to create external transfers out.

**Appr** Indicates if the secondary user is able to approve external transfers for another user that fall under the account limits.

**Appr Self** Indicates if the secondary user is able to approve their own external transfers under the account limits.

**View Stmt** Indicates if the secondary user is able to view the statement for the account.

*(The following items are specific to Cash Management.)*

<b>ACH DB</b>	Indicates if the secondary user is able to create and edit ACH debit transactions. <b>NOTE:</b> <i>This check box is not available if the '\$\$ Only' check box is selected.</i>
<b>ACH CR</b>	Indicates if the secondary user is able to create and edit ACH credit transactions. <b>NOTE:</b> <i>This check box is not available if the '\$\$ Only' check box is selected.</i>
<b>\$\$ only</b>	Indicates if the secondary user is able to edit transaction amounts only for batches.
<b>Part Only</b>	Indicates the secondary user can only use participants that have been previously created. <b>NOTE:</b> <i>The user can not have BOTH Edit ACH Participants and Part Only selected.</i>
<b>Tax Pay</b>	Indicates if the secondary user is able to create tax payments.
<b>Wire Tran</b>	Indicates if the secondary user is able to create wire transfers for the account.
<b>Tmpl Setup</b>	Indicates if the secondary user is able to set up wire transfer templates.
<b>Tmpl Use</b>	Indicates if the secondary user is able use wire transfer templates.
<b>Appr</b>	Indicates if the secondary user is able to approve transactions for another user that fall under the account limits.
<b>Appr Self</b>	Indicates if the secondary user is able to approve their own transactions under the account limits.

**Account Limits**

<b>Daily Amount Approval</b>	Indicates the daily amount the secondary user can approve or self approve for External funds transfer in/out, ACH debit/credit transaction batches, ACH Tax payments, and wire transfers.
<b>Transaction Amount Approval</b>	Indicates the per batch transaction amount the secondary user can approve for External funds transfer in/out, ACH debit/credit transaction batches, ACH tax payments, and wire transactions.

**NOTES:**

- *Approval rights are based on the Appr and Appr Self check box.*
- *If these fields are left blank and the Appr or Appr Self check box is selected, the user will have infinite approval limits.*

To create a new secondary user:

1. On the Secondary Users screen, select *Create New Secondary User*.
2. Enter a user name.
3. Enter a password.
4. Confirm the entered password.
5. Click **Continue**.
6. Select the Secondary User Rights as needed.
7. Select the Cash Management Rights as needed.
8. Check the account rights needed for each checking and/or savings account.
9. Click the checking and/or savings account number to enter approval amounts.
10. Click *Save Changes*.
11. The user will then need to login and complete the authentication process designated by your financial institution.

To edit or delete a secondary user:

1. On the Secondary Users screen, select *Options* for the appropriate customer ID.
2. To edit, click *Edit Secondary User*. To delete, click *Delete Secondary User*.
3. If editing, make changes as needed and click *Save Changes*.
4. If deleting, click **Continue** to delete the secondary user.

**NOTE:** *To restore a secondary user that has been deleted, click Options → Restore Secondary User.*

## ACH File Upload Field Definitions

### File Information

<b>Template Name</b>	Customer defined template name.																
<b>File Type</b>	Indicates the type of template. Based on selection, different batch information displays. <i>Options are:</i> <ul style="list-style-type: none"> <li>• Delimited</li> <li>• Fixed Length</li> </ul>																
<b>Text Qualifier</b>	Indicates the type of characters that enclose values within the text file. <i>Options are:</i> <ul style="list-style-type: none"> <li>• None</li> <li>• Double Quote, <i>Ex:</i> “text”</li> <li>• Quote, <i>Ex:</i> ‘text’</li> </ul>																
<b>Delimiting Character</b>	Indicates the delimiter used within the ACH file to separate data. <i>This field only displays if Delimited is selected in the File Type field. Options are:</i> <table> <tr> <td>Comma</td><td>Tilde</td></tr> <tr> <td>Space</td><td>Pipe</td></tr> <tr> <td>Tab</td><td>Ampersand</td></tr> <tr> <td>Semicolon</td><td>At sign</td></tr> <tr> <td>Colon</td><td>Pound sign</td></tr> <tr> <td>Period</td><td>Percent</td></tr> <tr> <td>Less than</td><td>Caret</td></tr> <tr> <td>Exclamation</td><td>Asterisk</td></tr> </table>	Comma	Tilde	Space	Pipe	Tab	Ampersand	Semicolon	At sign	Colon	Pound sign	Period	Percent	Less than	Caret	Exclamation	Asterisk
Comma	Tilde																
Space	Pipe																
Tab	Ampersand																
Semicolon	At sign																
Colon	Pound sign																
Period	Percent																
Less than	Caret																
Exclamation	Asterisk																
<b>Record Length</b>	Length of the row. <i>This field only displays if Fixed Length is selected in the File Type field.</i>																
<b>Number of Header Rows to Exclude</b>	If the file contains header row(s) that need to be removed, indicate the number or rows to exclude.																
<b>Number of Footer Rows to Exclude</b>	If the file contains footer row(s) that need to be removed, indicate the number or rows to exclude.																
<b>Does the file contain multiple record types</b>	Indicates if the file contains multiple ACH entry classes. <i>Options are:</i> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul> <p><b>NOTE:</b> <i>If this field is set to Yes, additional fields display.</i></p>																



**Record Type Position**

101	09120708700000Hutch1601191254C094101State Bank of Hutch	STATE BANK OF HUTCH	9
5	200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000		
6	222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0		

**File Header value**

Value indicating the file header row.

101	09120708700000Hutch1601191254C094101State Bank of Hutch	STATE BANK OF HUTCH	9
5	200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000		
6	222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0		

**Batch Header value**

Value indicating a batch heading row.

101	09120708700000Hutch1601191254C094101State Bank of Hutch	STATE BANK OF HUTCH	9
5	200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000		
6	222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0		

**Transaction value**

Value indicating a transaction row.

101	09120708700000Hutch1601191254C094101State Bank of Hutch	STATE BANK OF HUTCH	9
5	200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000		
6	222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0		

**Addenda value**

Value indicating the addenda row.

7	051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8	233712,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
2	1038160,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
9	000,0010,00002,000000,140024,22827,80000,000,62136,0000,00000000

**Batch Total value**

Value indicating the batch total row.

7	051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8	233712,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
2	1038160,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
9	000,0010,00002,000000,140024,22827,80000,000,62136,0000,00000000

**File Total value**

Value indicating the file total row.





7	051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8	233712,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
2	1038160,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
9	000,0010,00002,000000,140024,22827,80000,000,62136,0000,00000000

**Padding record(s) to skip value**

Value indicating the padding row.

7	051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8	233712,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
2	1038160,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
9	000,0010,00002,000000,140024,22827,80000,000,62136,0000,00000000

*Image displaying values entered on the File Information section:*

File Information	
*TEMPLATE NAME:	D Multi Entry Class
*FILE TYPE:	Delimited 
TEXT QUALIFIER:	None 
*DELIMITING CHARACTER:	Comma 
NUMBER OF HEADER ROWS TO EXCLUDE:	1
NUMBER OF FOOTER ROWS TO EXCLUDE:	1
DOES THE FILE CONTAIN MULTIPLE RECORD TYPES?	Yes 
*RECORD TYPE POSITION:	1
FILE HEADER VALUE:	1
*BATCH HEADER VALUE:	5
*TRANSACTION VALUE:	6
ADDENDA VALUE:	7
BATCH TOTAL VALUE:	8
FILE TOTAL VALUE:	2
PADDING RECORD(S) TO SKIP VALUE:	9

Batch Information

Use the following fields to enter the position the information displays in the file.

**NOTE:** This tab will only display if the field 'Does the file contain multiple record types?' is set to Yes.

**Service Class Code**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Name**

Name of the ACH Company.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Discretionary**

Purpose of the ACH batch.

**Data**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Identification**

ID of the company.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Standard Entry Class**

Entry class for the batch. *Ex: PPD, CCD, etc.*

**Code**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Entry**

Type of transaction. *Ex: Payroll, Tax Payment*

**Description**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Descriptive****Date**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Effective Entry Date**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Settlement Date (Julian)**

Completed by the bank that receives the ACH file.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Originator Status Code**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Originating DFI****Identification**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Batch Number**

Unique number assigned to each batch header record.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

*Image displaying the values entered on the Batch Information section:*

Batch Information		
Service Class Code	FROM POSITION	2
*Company Name	FROM POSITION	3
Company Discretionary Data	FROM POSITION	0
*Company Identification	FROM POSITION	4
*Standard Entry Class Code	FROM POSITION	5
Company Entry Description	FROM POSITION	6
Company Descriptive Date	FROM POSITION	8
*Effective Entry Date	FROM POSITION	7
Settlement Date (Julian)	FROM POSITION	11
Originator Status Code	FROM POSITION	0
Originating DFI Identification (Routing number)	FROM POSITION	9
Batch Number	FROM POSITION	10

### Transaction Information

Use the following fields to enter the position the information displays in the file.

#### Transaction Code

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

#### Account Type

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

#### Checking/Savings

Indicates how the account is recognized in the file. *Ex:* CK for Checking or SV for Saving displays in a batch indicating the account is a checking or savings account. This field is case sensitive.

#### Transaction Type

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

#### Credit/Debit

Indicates how the transaction is recognized in the file.

**NOTE:** *If the file does not contain an ACH transaction code, the Account type and Transaction type are required fields.*

#### Receiving DFI Identification

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

#### DFI Account Number

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

#### Amount

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

#### Is decimal implied? (Y/N)

- Yes – No decimal is used. *Ex:* 7452 (It is implied that the decimal is used)
- No – A decimal displays in the amount field. *Ex:* 74.52

#### Check Serial Number or Identification Number

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

#### Individual Name or Receiving Company Name

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

#### Discretionary Data

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

#### Addenda Indicator

0 = No Addenda, 1 = Addenda is available

**Trace Number**

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0
--

**Addenda**

7,051,U,00401,000022890,0	P	>~GS HUTCH,RA,6369261035,KS,HUTCH
---------------------------	---	-----------------------------------

*Image displaying the values entered on the Transaction Information section:*

Transaction Information			
*+Transaction Code	FROM POSITION	7	
*+Account Type	FROM POSITION	0	CHECKING SAVINGS
*+Transaction Type	FROM POSITION	0	CREDIT DEBIT
*Receiving DFI Identification (Routing number)	FROM POSITION	6	
*DFI Account Number	FROM POSITION	2	
*Amount	FROM POSITION	3	DECIMAL IMPLIED (Y/N) y
Check, Serial Number or Identification Number	FROM POSITION	0	
Individual Name or Receiving Company Name	FROM POSITION	5	
Discretionary Data	FROM POSITION	8	
Addenda Indicator	FROM POSITION	1	
Trace Number	FROM POSITION	0	
Addenda	FROM POSITION	7	

*Full image of the Delimited file with multiple ACH entry classes used in the examples above:*

```
101 09120708700000Hutch1601191254C094101State Bank of Hutch STATE BANK OF HUTCH 9
5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000
6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
6,220759005758,235453,000000018429191,SMITH GAS,101100223,27,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
6,320759005757,561543,000136781829193,SUPPLY STORE,101100223,27,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8,804448,0,0,0,0,0,0,0,0,0
5,200,WILLIE'S GRILL,1416005906,PPD,PAYROLL,170310,170331,109120708,0000001,117001,000000000000
6,220919040508,79547,000004922010634,CRYSTAL SMITH,101100223,22,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
6,220919019722,67534,000002162125182,SNYDER Smith,101100223,32,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
6,270912070877,86631,0000070841416005906,Carl Smith,101100223,22,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8,233712,0,0,0,0,0,0,0,0,0
2,1038160,0,0,0,0,0,0,0,0,0
9,000,0010,00002,000000,140024,22827,80000,000,62136,0000,00000000
```

### Transaction Codes

#### ACH Transaction Codes

22 Checking Deposit (Credit)

32 Savings Deposit (Credit)

27 Checking Withdrawal (Debit)

37 Savings Withdrawal (Debit)

23 Pre-Note: Checking Deposit (Credit)

33 Pre-Note: Savings Deposit (Credit)

28 Pre-Note: Checking Withdrawal (Debit)

38 Pre-Note: Savings Withdrawal (Debit)