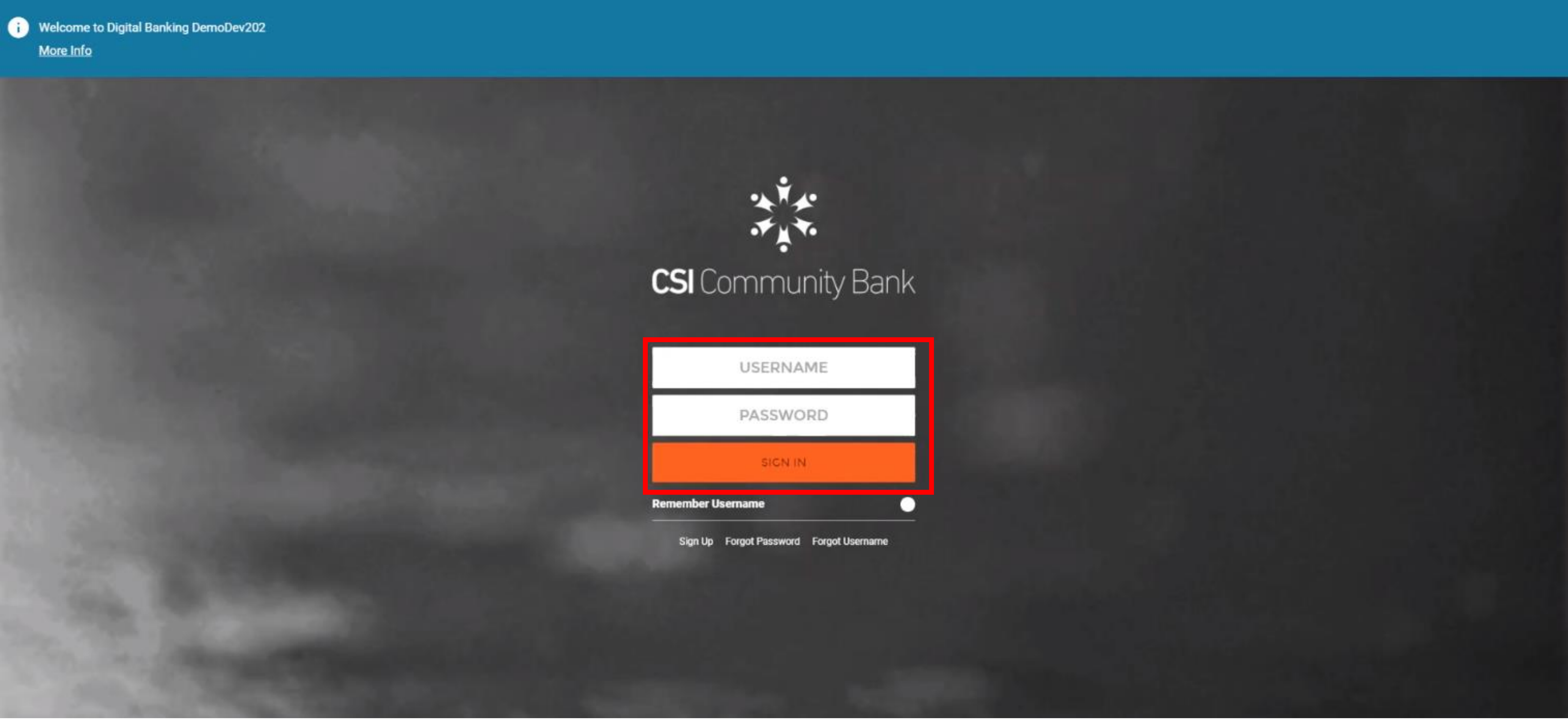
Digital Banking

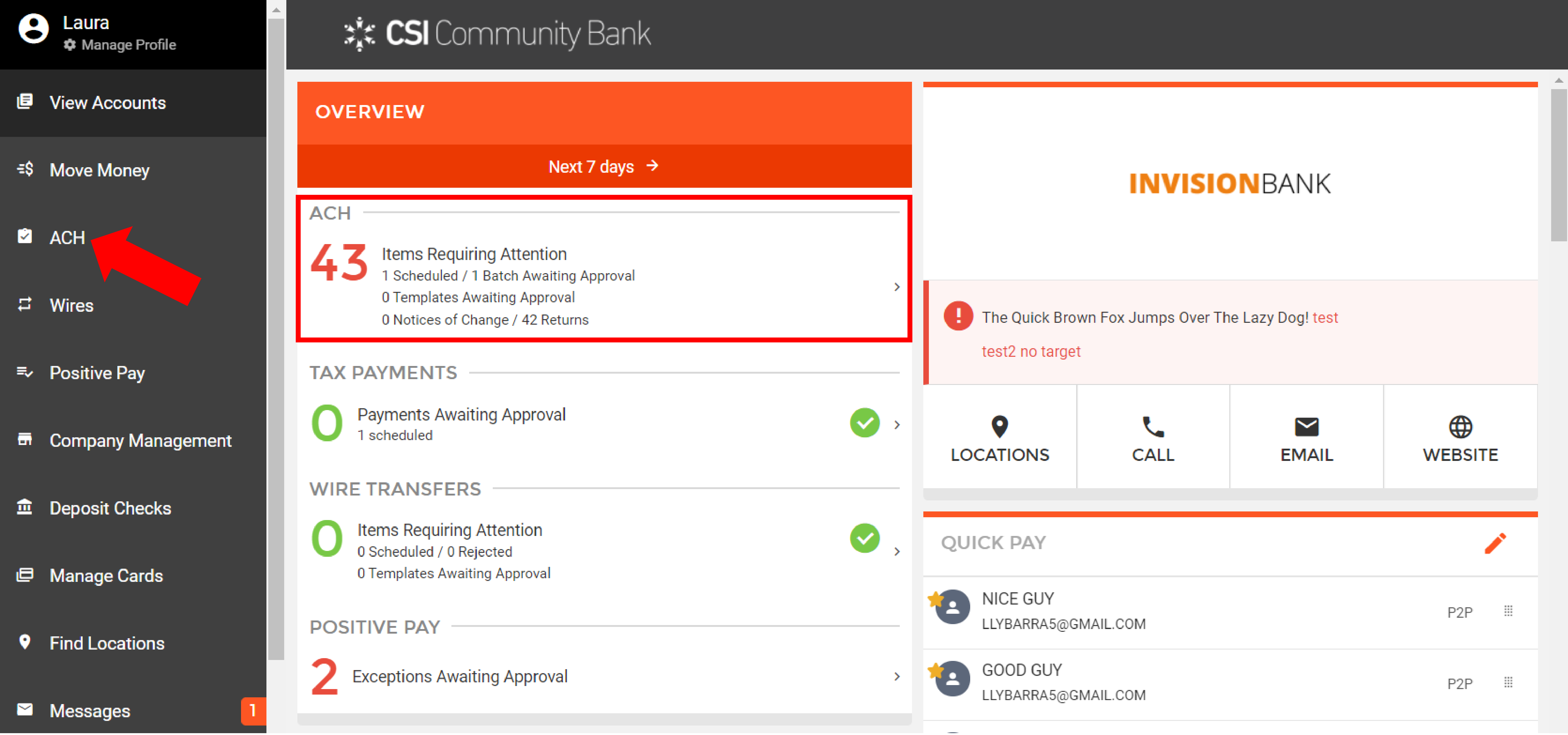
Managing ACH Templates

INTRODUCTION

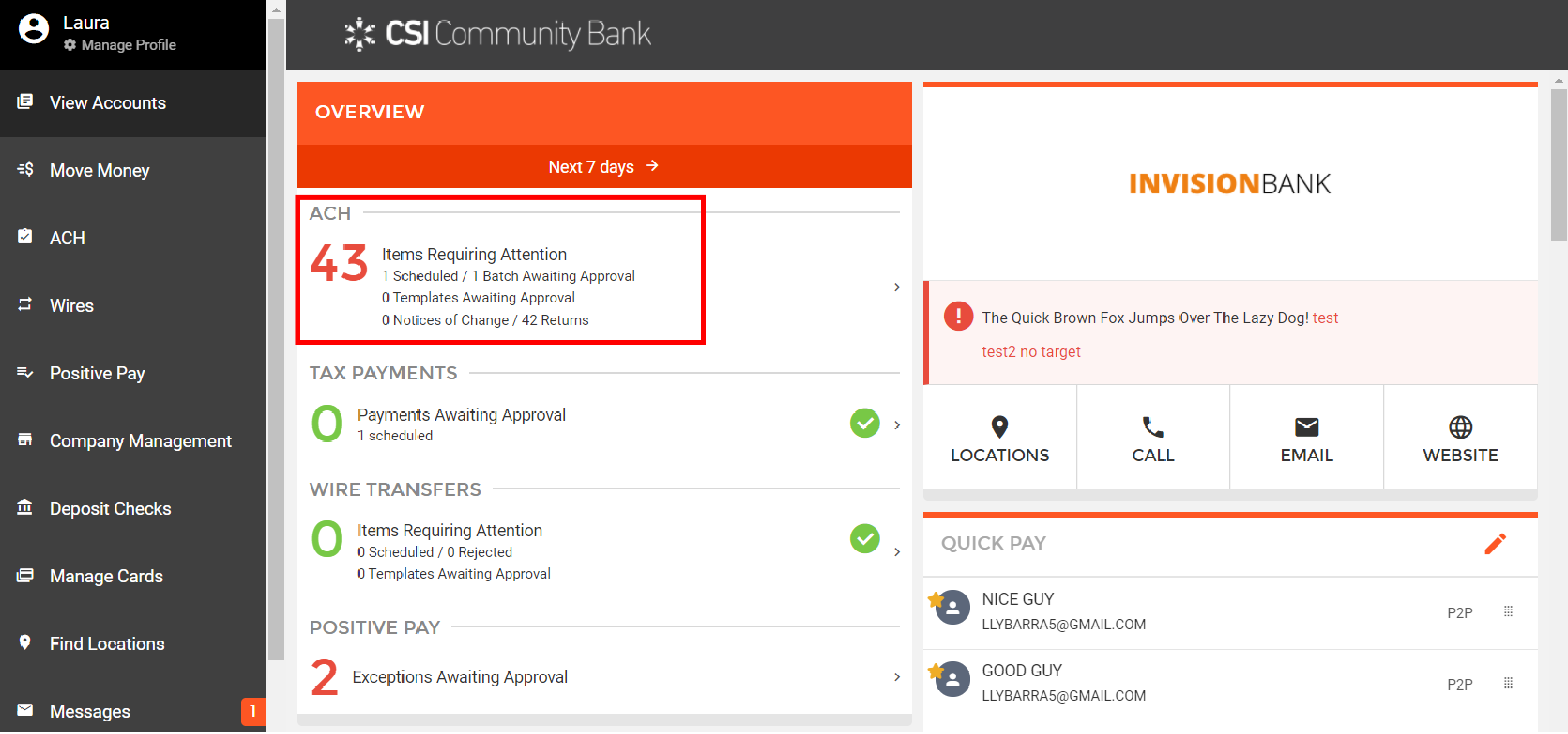
This course will cover how to manage ACH Templates in Digital Banking.



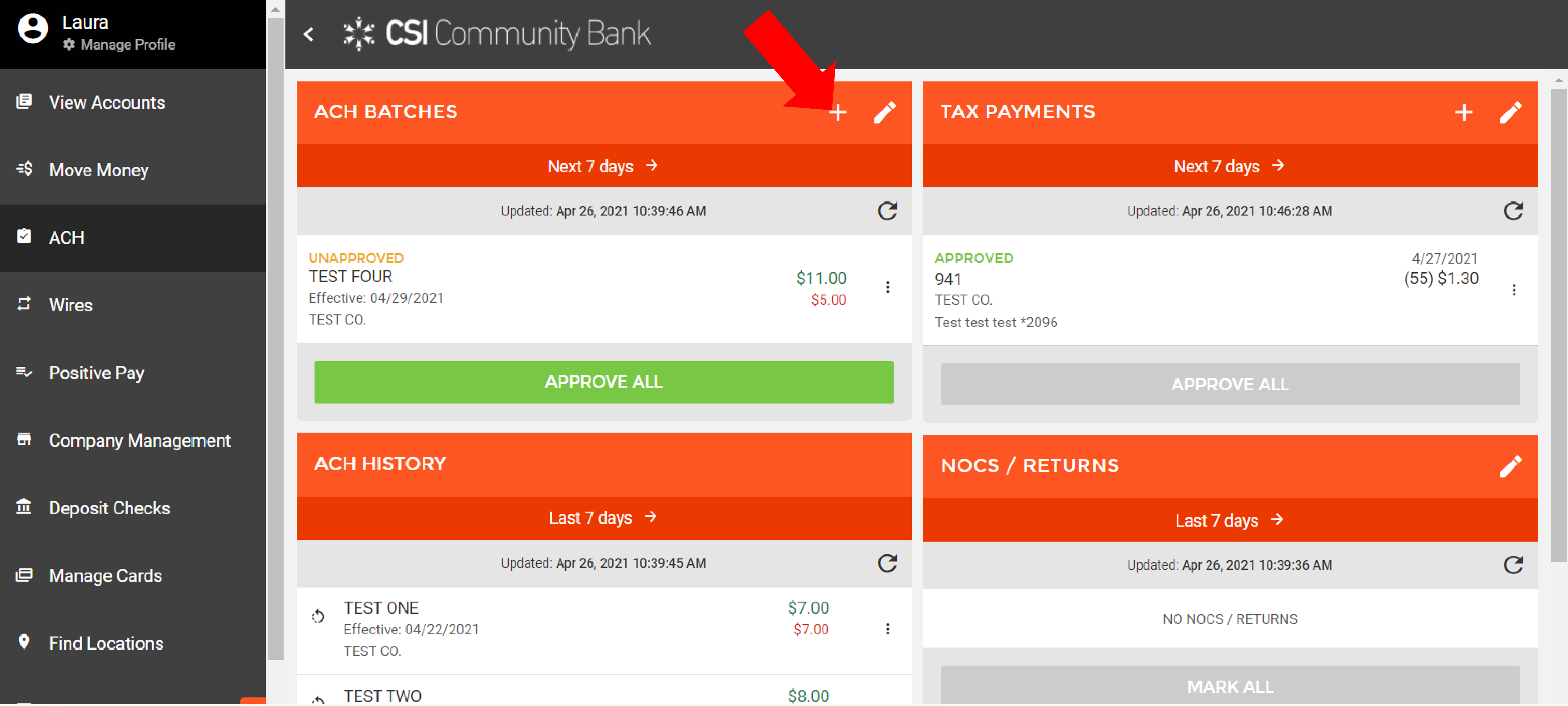
Begin by logging in to your Online Banking account.



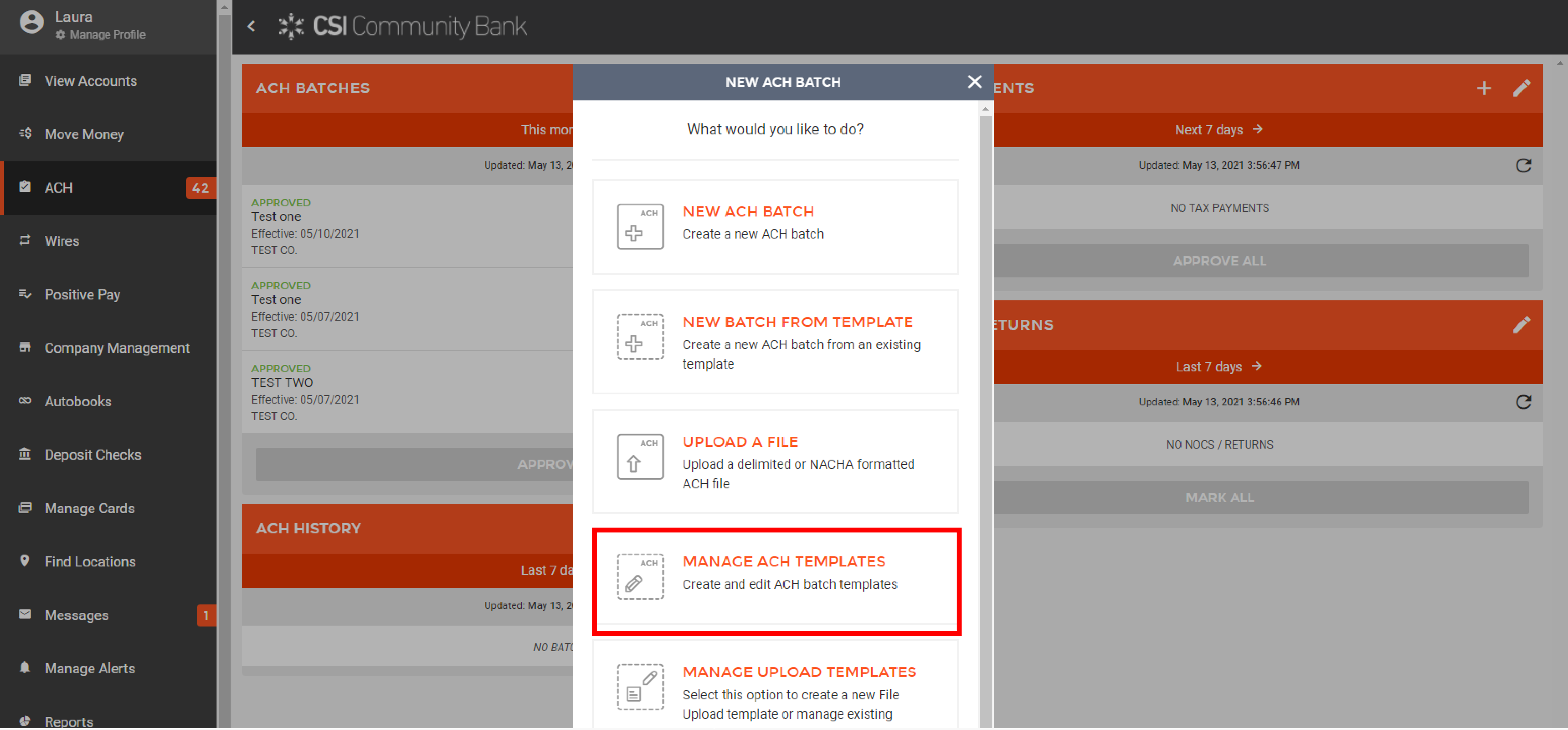
You can click ACH from the menu on the left
or click the ACH section of the Overview on the landing page.



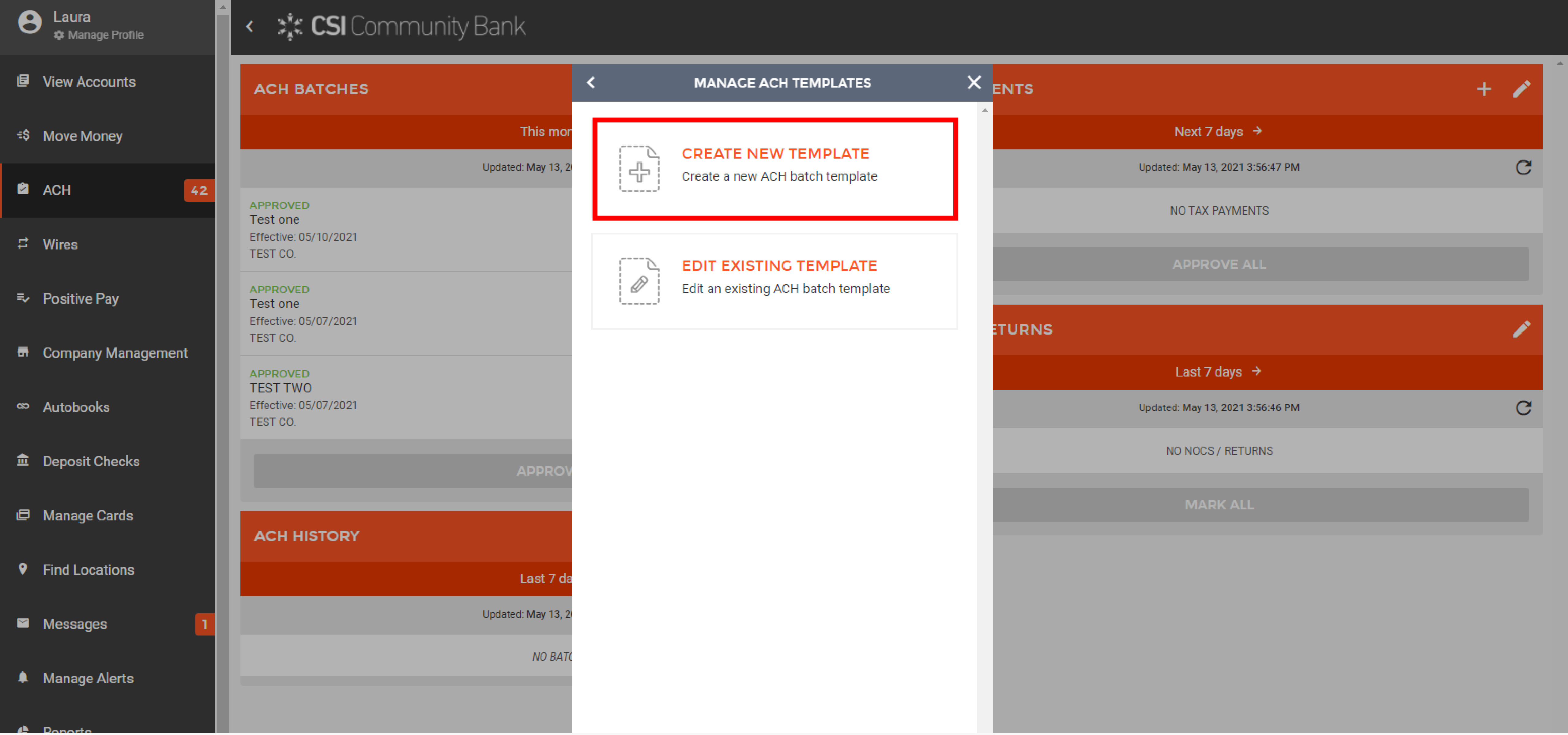
In the Accounts Overview section, you will be able to see how many batches are scheduled and how many of those batches are awaiting approval.
Select within ACH to continue.



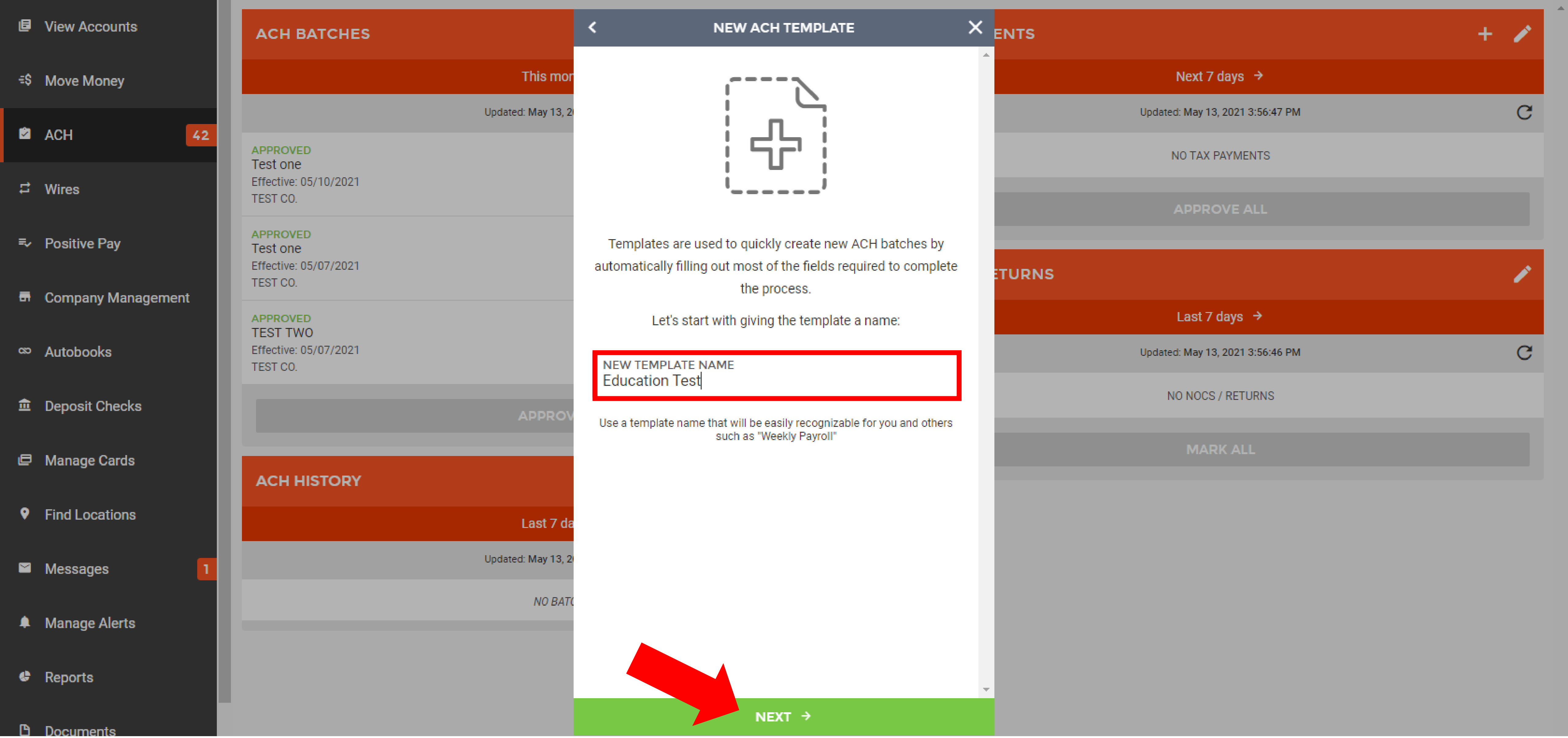
Click the + icon at the top of the ACH Batches section.



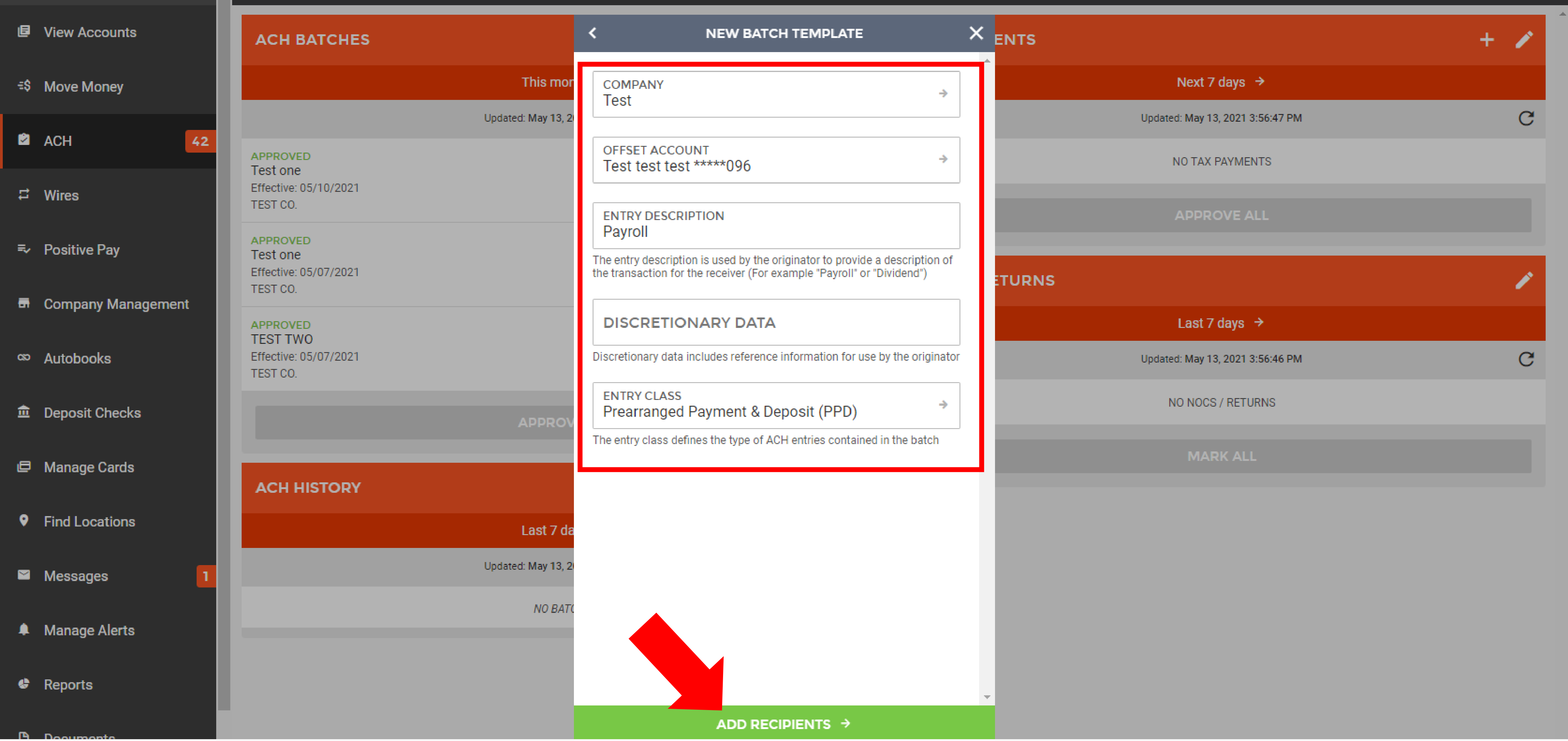
This will enable the ACH batch wizard, guiding you through various workflows including:
manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management.
Click Manage ACH Templates.



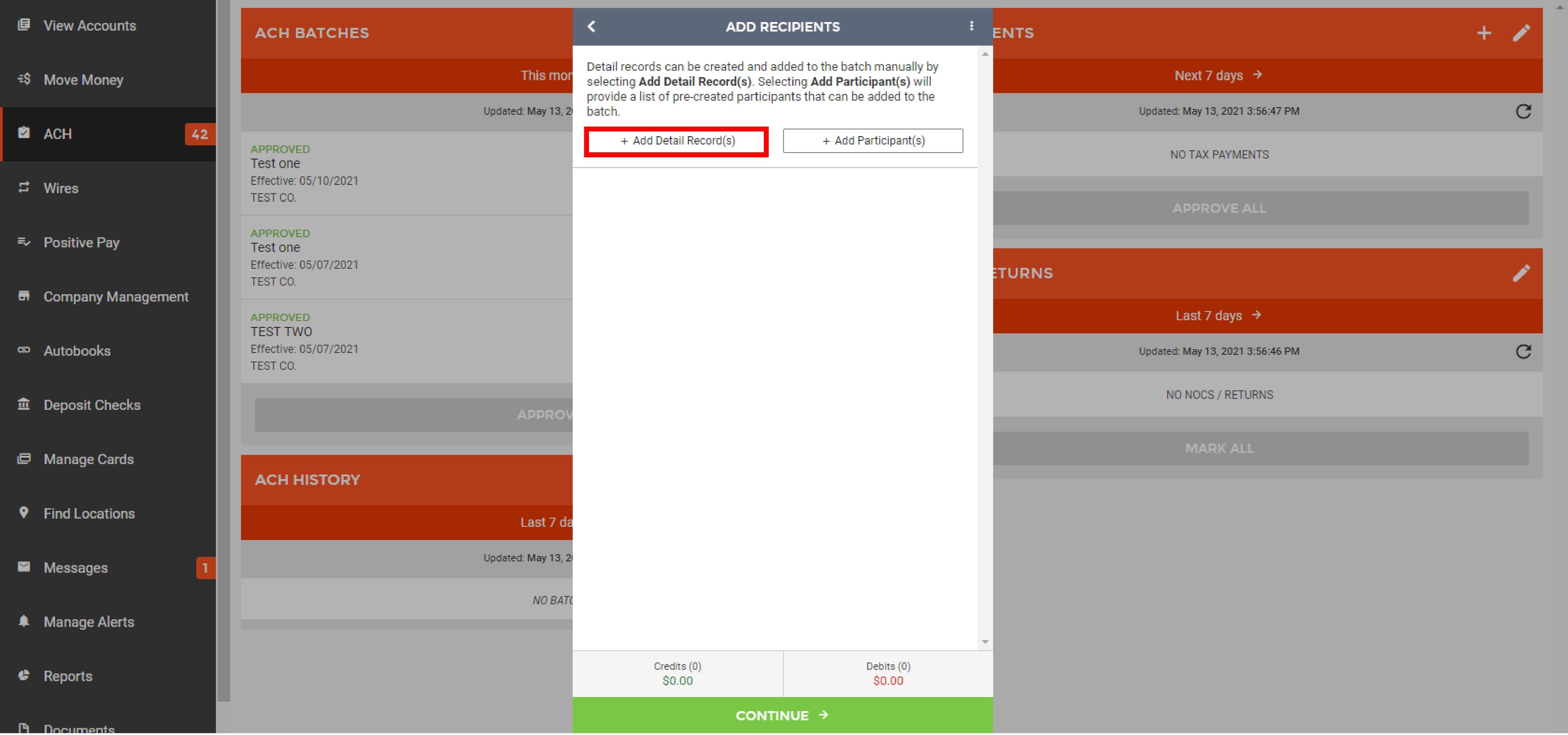
On this screen you can select to create a new ACH template, or to edit an existing template.
Choose Create New Template, so you will be taken through the ACH template creation wizard.



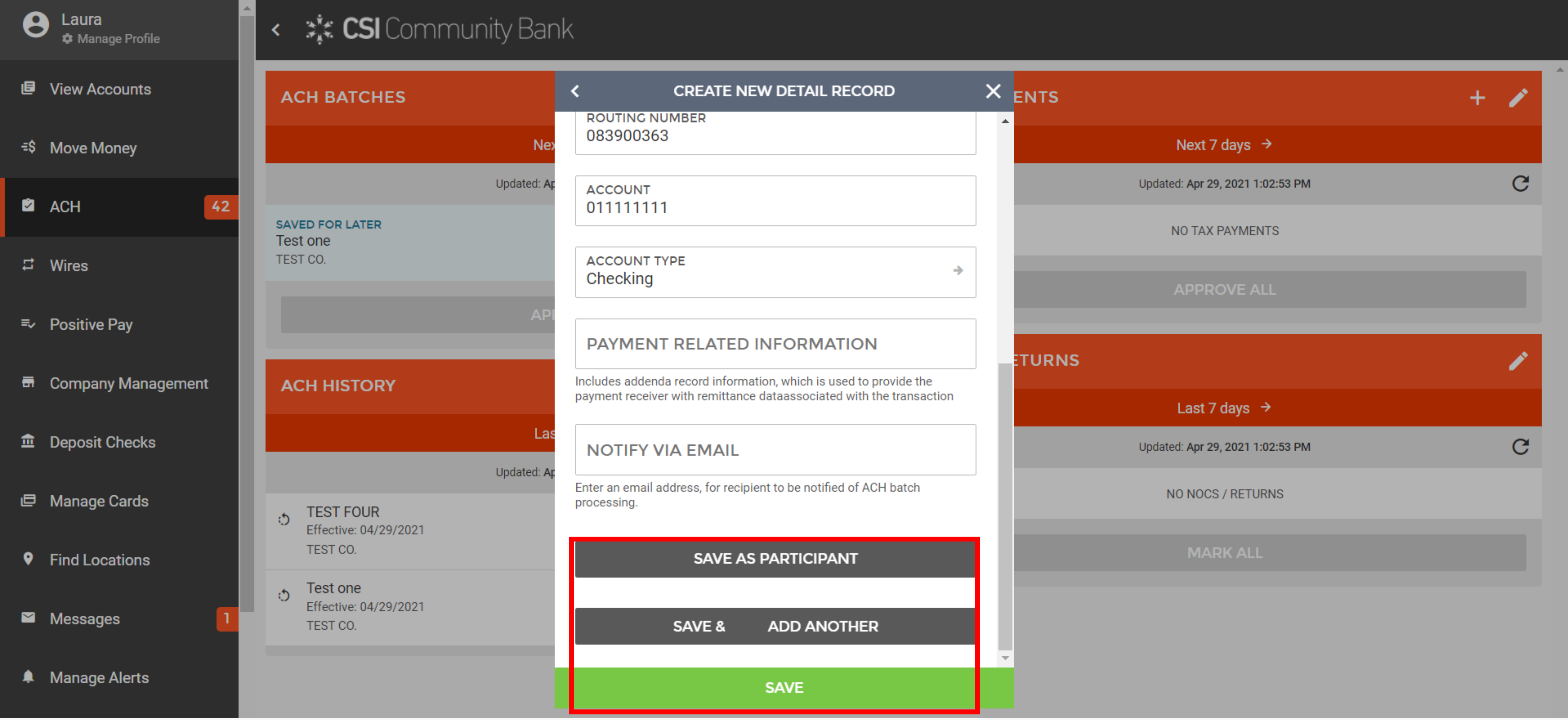
The first step in the process is naming your template.
After a name has been determined, click Next.



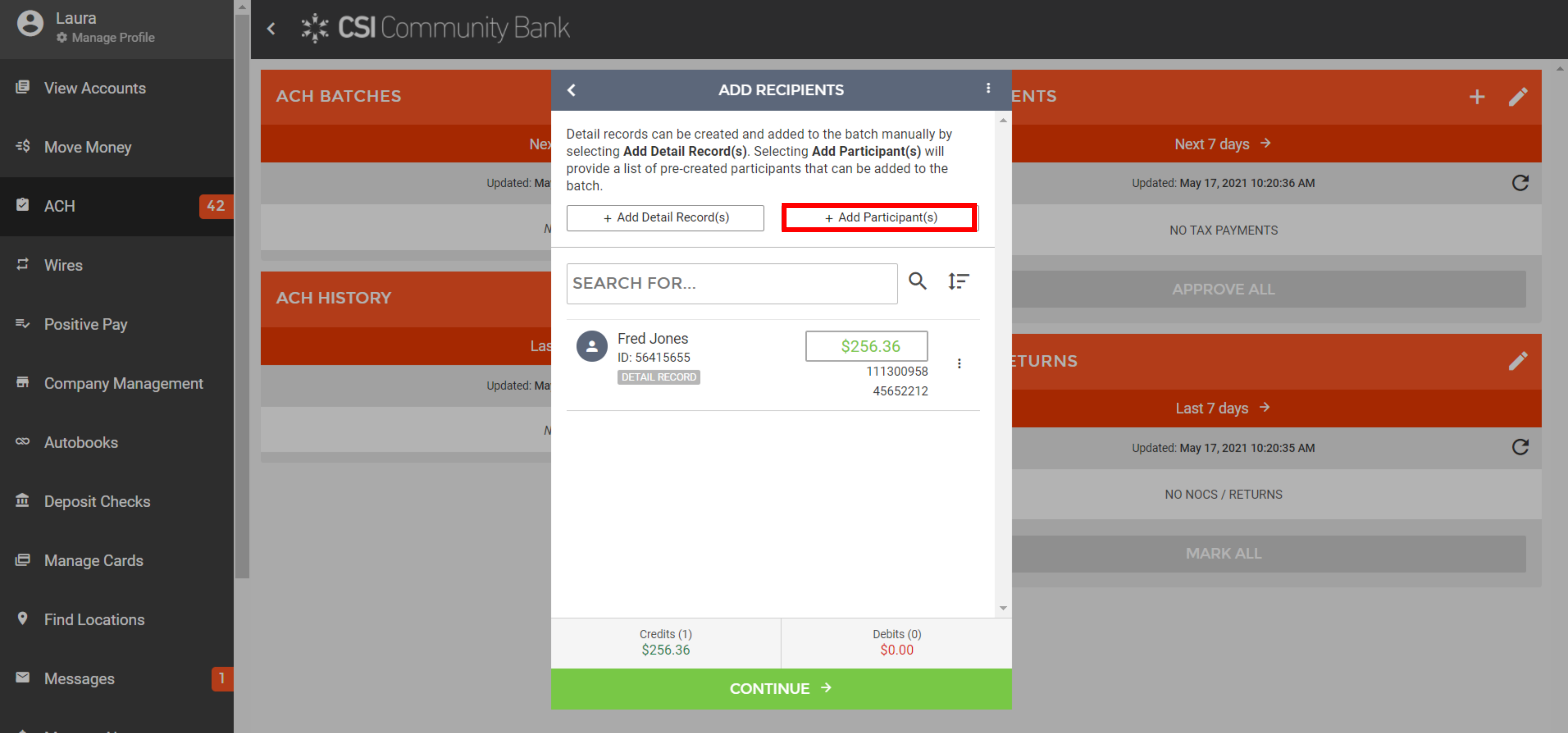
Enter the necessary header information, then click Add Recipients.



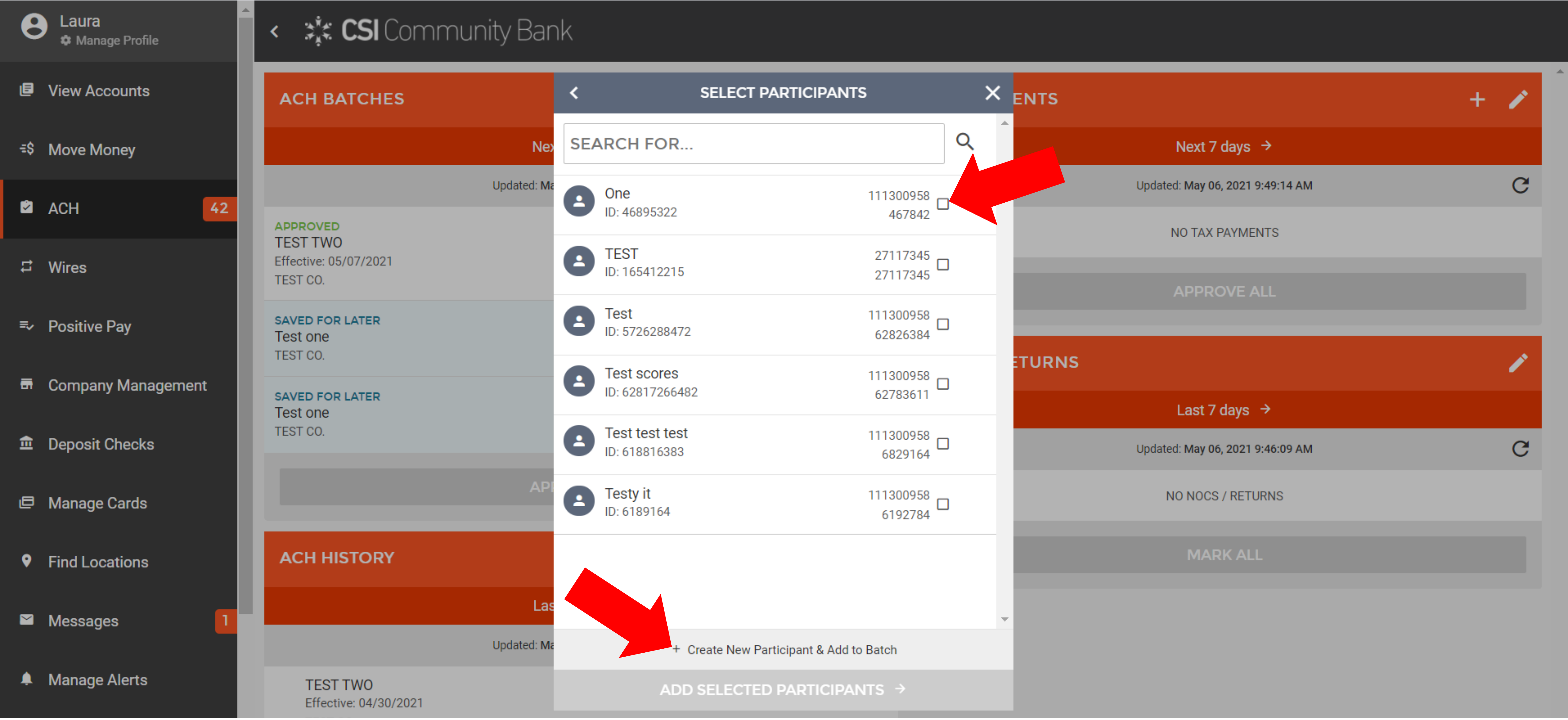
The next step in creating a new ACH batch template is adding recipients (also known as detail records) to the batch.
Any detail records added here will be saved in your template in the state you leave them.
You can add additional detail records to the batch via two different methods.
The first includes the "+ Add Detail Record(s)" option, which allows the manual addition of new recipients.
The second includes the "+ Add Participant(s)" option, which allows you to select from a list of participants that have been built under a company.



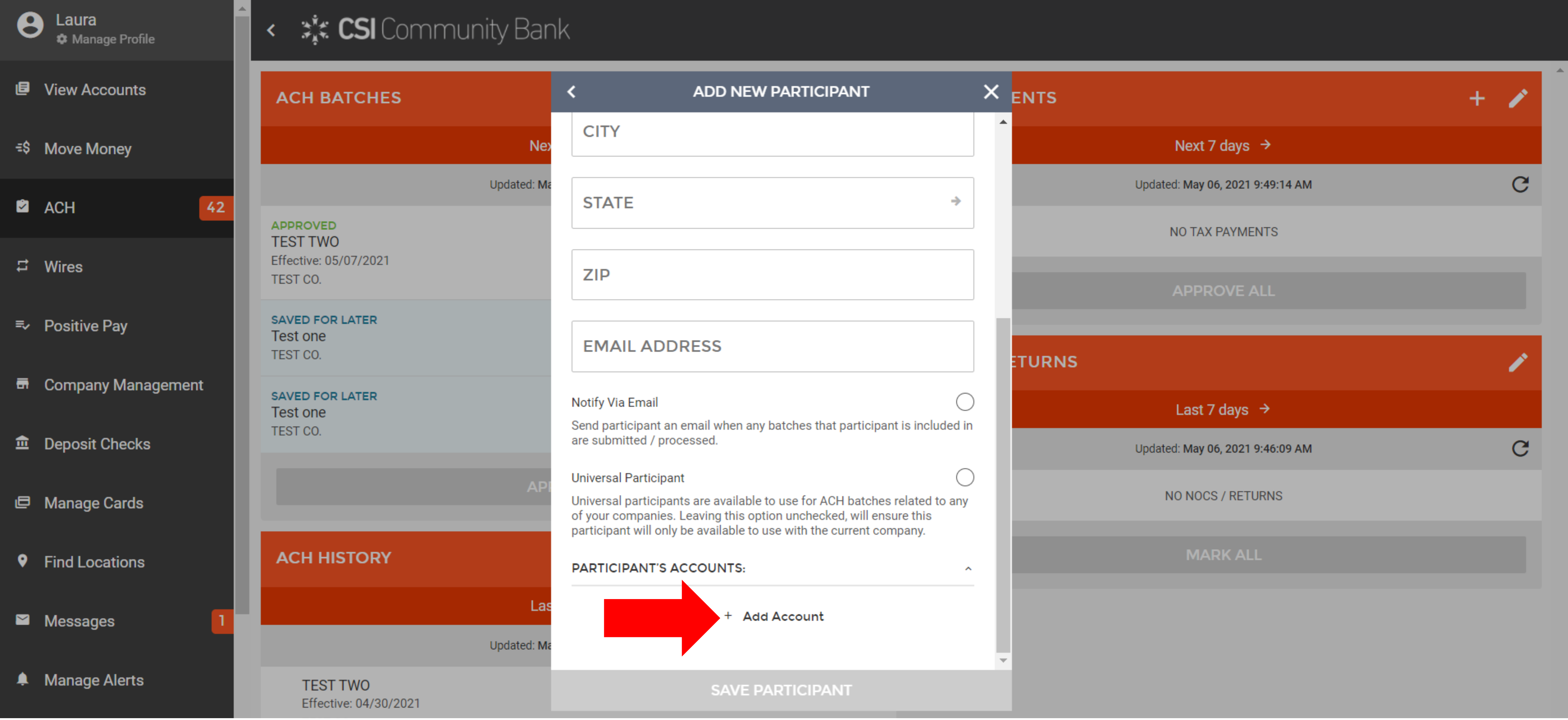
Selecting the + Add Detail Record(s) option will take you to a screen where individual recipients can be added to the batch.
Once these fields have been filled out for the detail record, you can click Save as Participant to add this record as a participant.
The Save & Add Another option, if you would like to manually add more detail records.
If you are finished adding detail records, you can click the Save option.



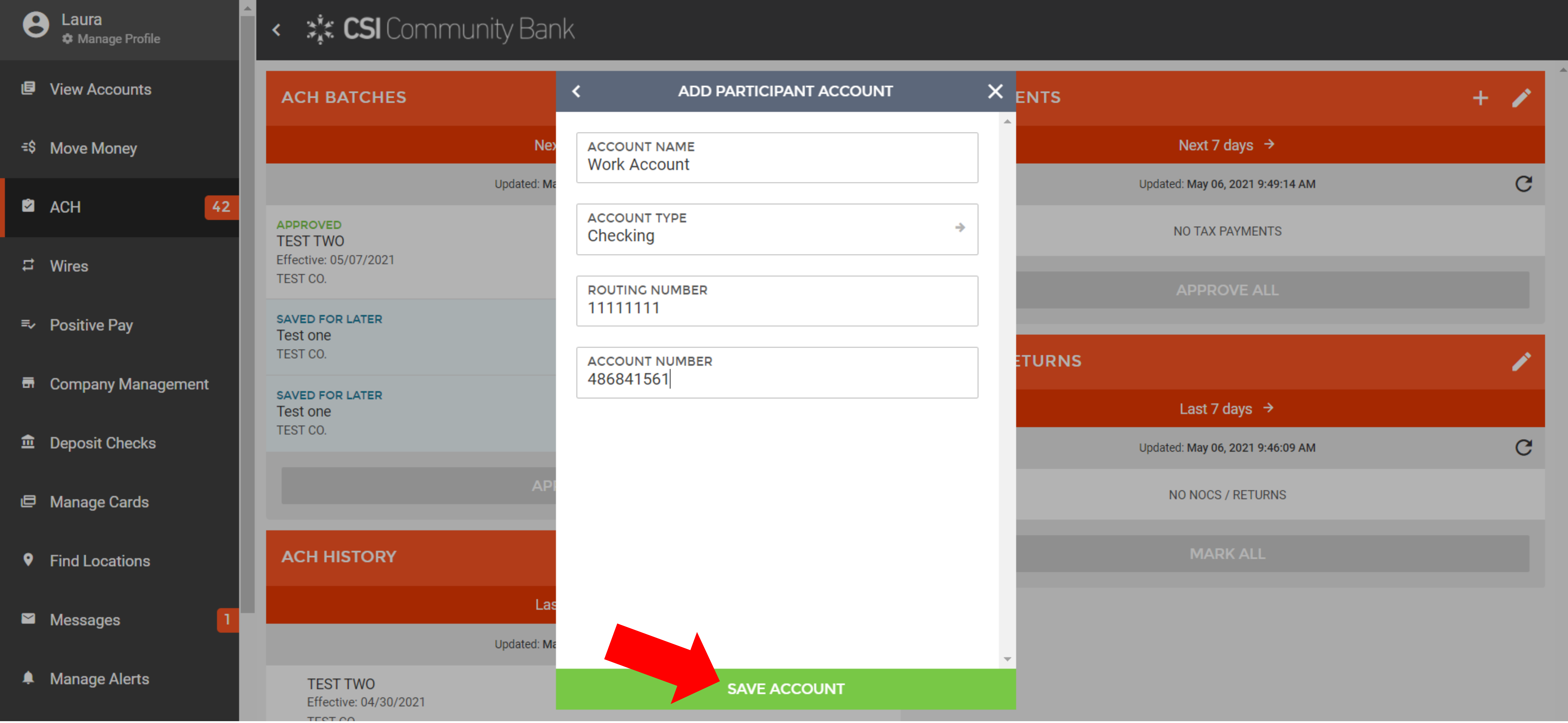
You will be taken back to the "Add Recipients" page of the ACH batch wizard.
Select the + Add Participant(s) button.



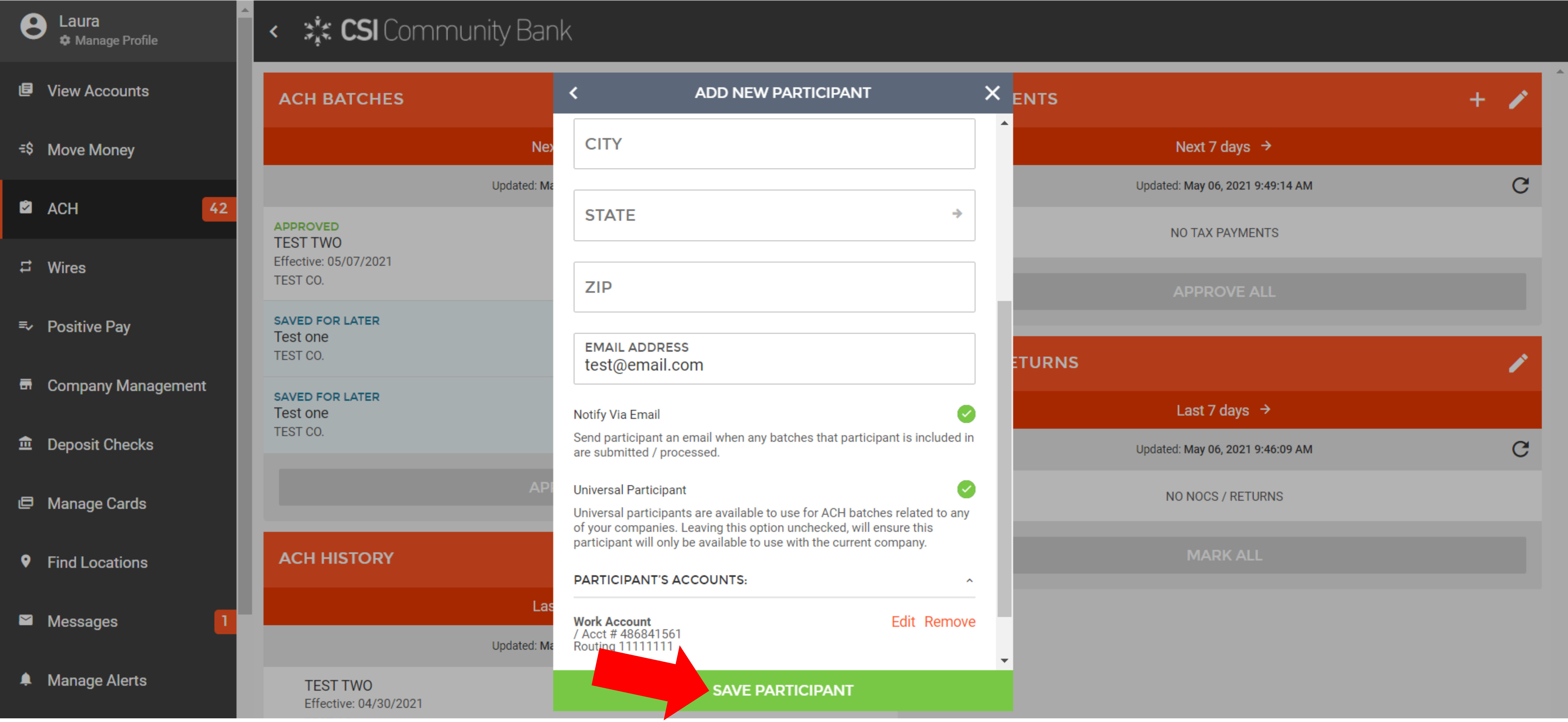
You will be taken to a screen where all participants built under this company are listed and can be selected for addition to the batch.
All details associated with the participant will automatically be moved into the batch upon selection.
If you do not see the participant, you are looking for, you can also create new participants from this screen and include them in the current batch.
To accomplish this, click the + Create New Participant & Add to Batch button.



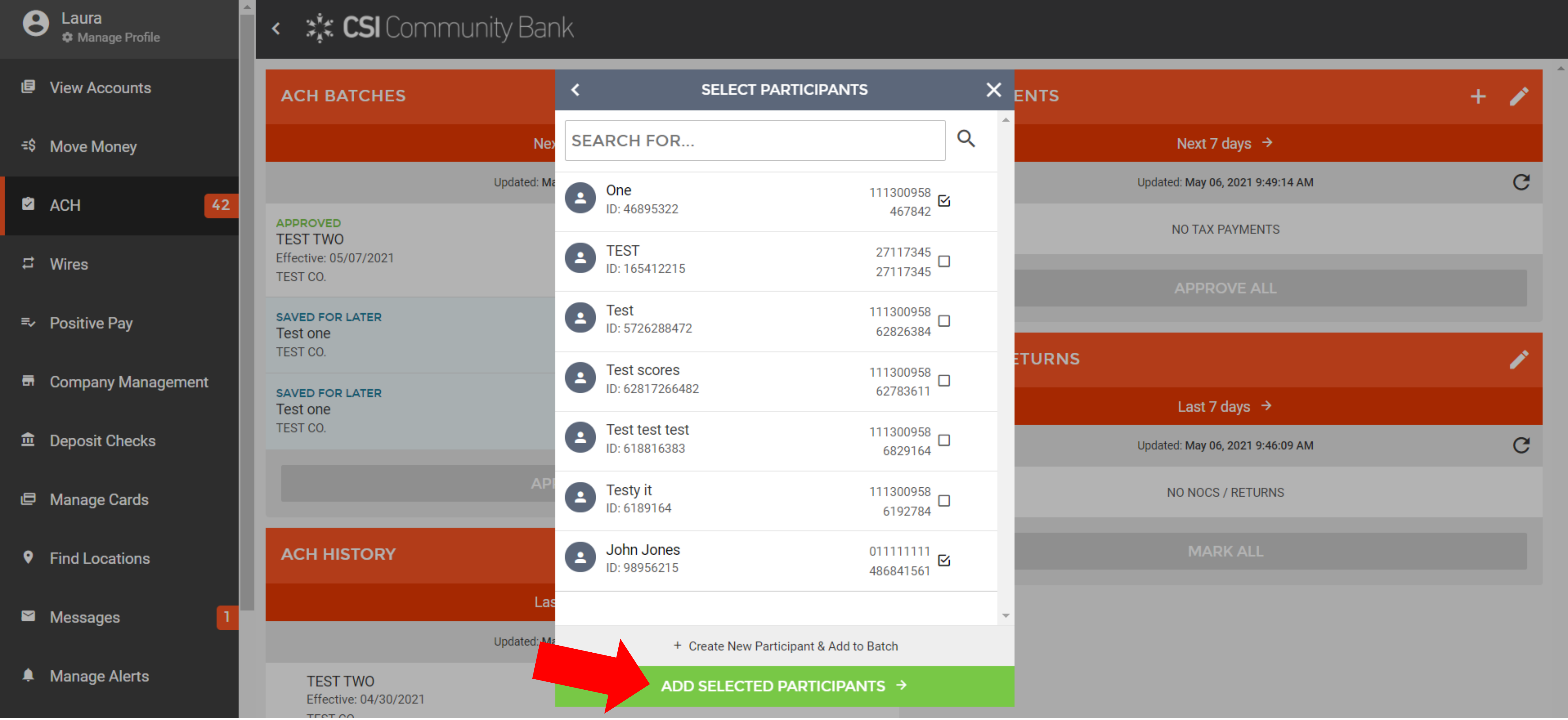
Enter the new participant’s information.
An account must be entered to save the participant.
Click + Add Account.



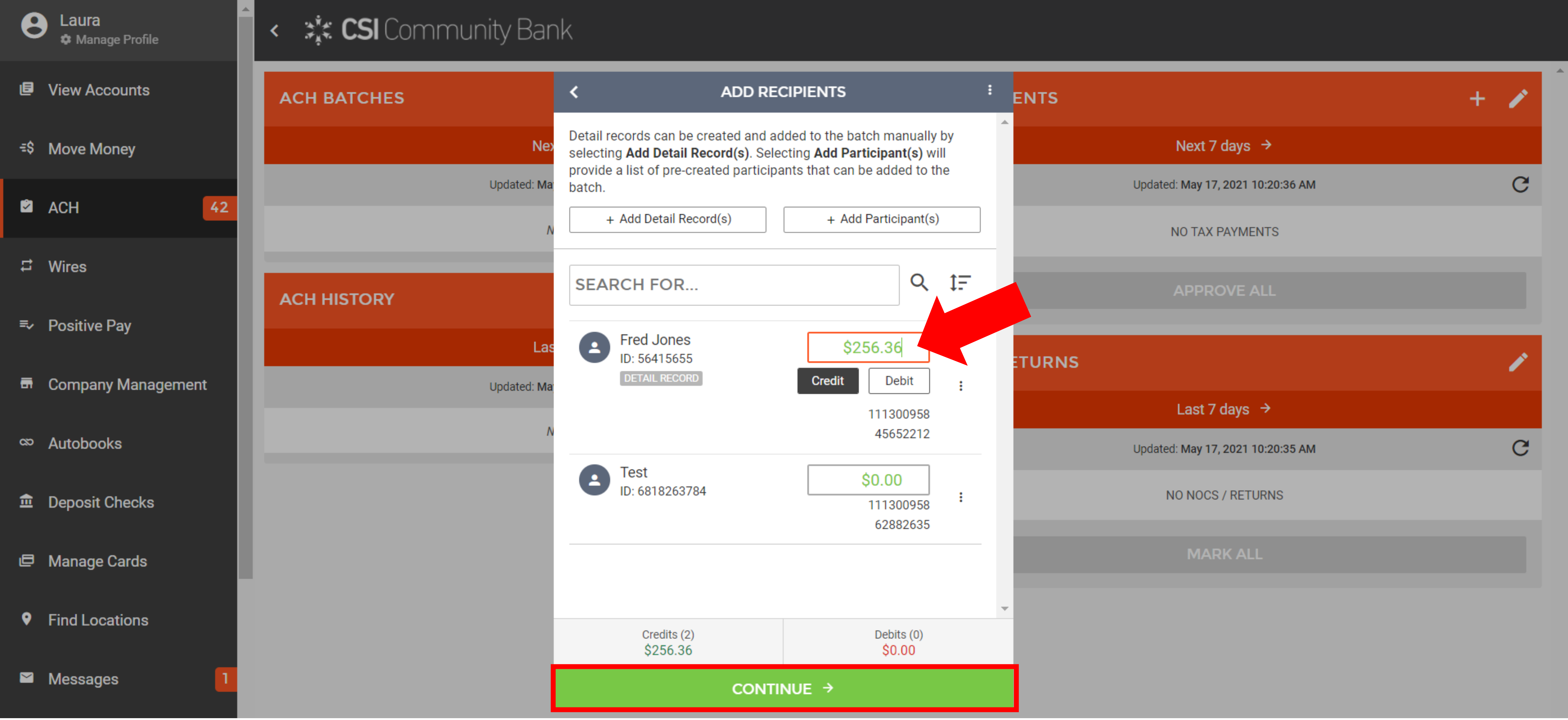
Once these fields have been filled out for the participant account, you can click the Save Account option near the bottom of the screen.



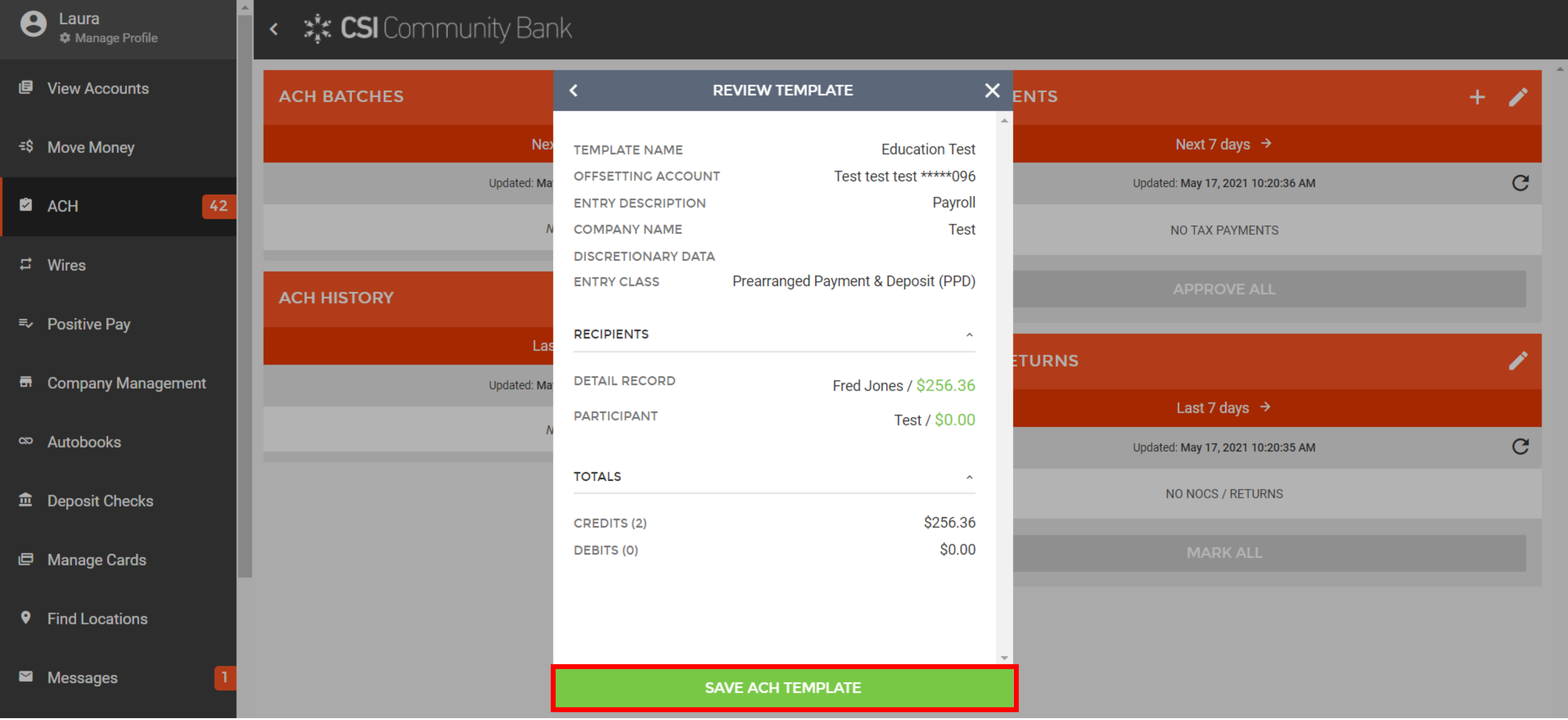
You will be taken back to the Add New Participants page.
If you are ready to save the participant, click Save Participant at the bottom of the screen.



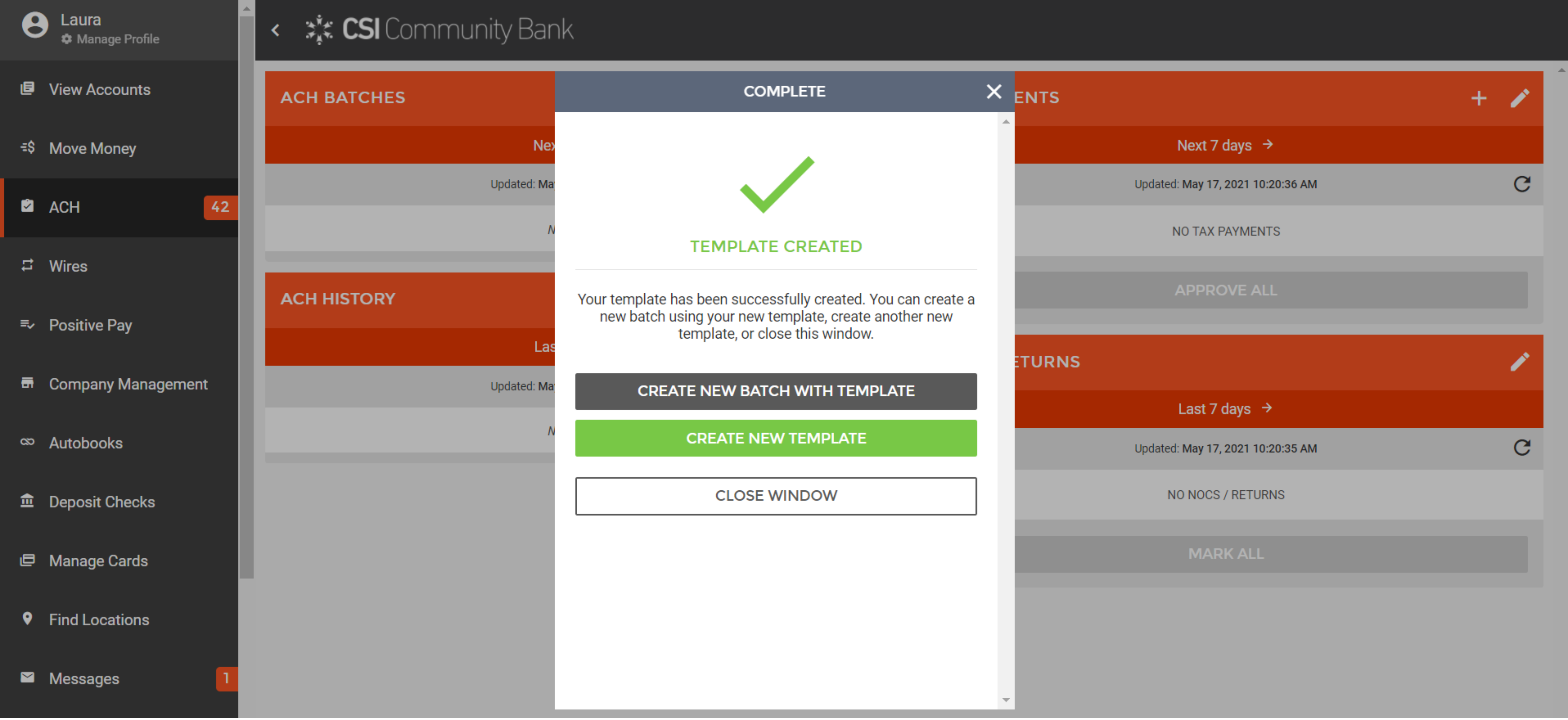
You will be directed back to the Select Participants screen where the participant you just created is marked for selection.
You can create additional participants by clicking the +Create New Participant & Add to Batch button and going through the participant setup again.
Once all desired participants have been selected, click the Add Selected Participants option at the bottom of the screen to add them to the batch.



You will be directed back to the Add Recipients screen where the selected participants will be displayed.
You will need to add an amount and designate the type of transaction for each participant on the Add Recipients screen, then select Continue.



On the review screen, you will be able to see all details of the current ACH batch template.
If all information contained within the review screen looks accurate, you can select to Save ACH Template.



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