

Digital Banking

Managing ACH Templates



INTRODUCTION

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





CSI Community Bank

Remember Username

[Sign Up](#) [Forgot Password](#) [Forgot Username](#)

Begin by logging in to your Online Banking account.



OVERVIEW

Next 7 days →

ACH

43 Items Requiring Attention
1 Scheduled / 1 Batch Awaiting Approval
0 Templates Awaiting Approval
0 Notices of Change / 42 Returns

TAX PAYMENTS

0 Payments Awaiting Approval
1 scheduled

WIRE TRANSFERS

0 Items Requiring Attention
0 Scheduled / 0 Rejected
0 Templates Awaiting Approval

POSITIVE PAY

2 Exceptions Awaiting Approval

INVISIONBANK

! The Quick Brown Fox Jumps Over The Lazy Dog! test
test2 no target

- LOCATIONS
- CALL
- EMAIL
- WEBSITE

QUICK PAY

- NICE GUY
LLYBARRA5@GMAIL.COM P2P
- GOOD GUY
LLYBARRA5@GMAIL.COM P2P

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



OVERVIEW

Next 7 days →

ACH

43 Items Requiring Attention
1 Scheduled / 1 Batch Awaiting Approval
0 Templates Awaiting Approval
0 Notices of Change / 42 Returns

TAX PAYMENTS

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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.



- Laura
Manage Profile
- View Accounts
- Move Money
- ACH
- Wires
- Positive Pay
- Company Management
- Deposit Checks
- Manage Cards
- Find Locations

CSI Community Bank

ACH BATCHES

Next 7 days →

Updated: Apr 26, 2021 10:39:46 AM

UNAPPROVED TEST FOUR Effective: 04/29/2021 TEST CO.	\$11.00 \$5.00	⋮
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APPROVE ALL

TAX PAYMENTS

Next 7 days →

Updated: Apr 26, 2021 10:46:28 AM

APPROVED 941 TEST CO. Test test test *2096	4/27/2021 (55) \$1.30	⋮
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APPROVE ALL

ACH HISTORY

Last 7 days →

Updated: Apr 26, 2021 10:39:45 AM

TEST ONE Effective: 04/22/2021 TEST CO.	\$7.00 \$7.00	⋮
TEST TWO	\$8.00	

NOCS / RETURNS

Last 7 days →

Updated: Apr 26, 2021 10:39:36 AM

NO NOCS / RETURNS

MARK ALL

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



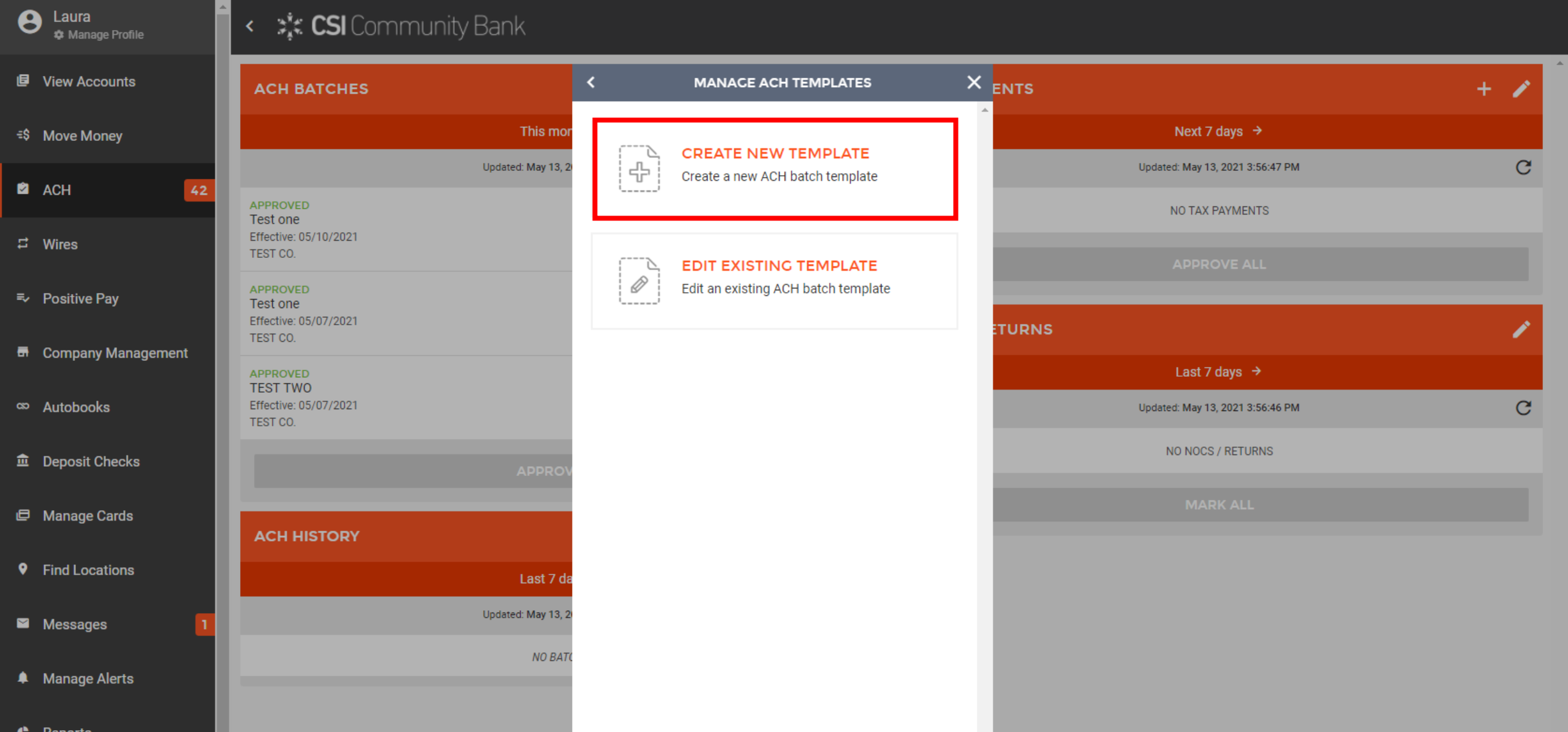
The screenshot shows the CSI Community Bank mobile app interface. On the left is a navigation menu with items like 'View Accounts', 'Move Money', 'ACH' (with a '42' notification badge), 'Wires', 'Positive Pay', 'Company Management', 'Autobooks', 'Deposit Checks', 'Manage Cards', 'Find Locations', 'Messages' (with a '1' notification badge), 'Manage Alerts', and 'Reports'. The main screen displays 'ACH BATCHES' with a list of entries. A modal window titled 'NEW ACH BATCH' is open in the center, asking 'What would you like to do?'. The modal contains five options, each with an icon and a description:

- NEW ACH BATCH**: Create a new ACH batch (Icon: ACH with a plus sign)
- NEW BATCH FROM TEMPLATE**: Create a new ACH batch from an existing template (Icon: ACH with a plus sign in a dashed box)
- UPLOAD A FILE**: Upload a delimited or NACHA formatted ACH file (Icon: ACH with an upward arrow)
- MANAGE ACH TEMPLATES**: Create and edit ACH batch templates (Icon: ACH with a pencil, highlighted with a red box)
- MANAGE UPLOAD TEMPLATES**: Select this option to create a new File Upload template or manage existing (Icon: ACH with a pencil and document)

The background ACH batches list includes columns for 'Status', 'Name', 'Effective Date', and 'Company Name'. Visible entries include 'APPROVED Test one' with effective dates of 05/10/2021 and 05/07/2021, and 'APPROVED TEST TWO' with an effective date of 05/07/2021.

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.



ACH BATCHES

This morning
Updated: May 13, 2021

APPROVED
Test one
Effective: 05/10/2021
TEST CO.

APPROVED
Test one
Effective: 05/07/2021
TEST CO.

APPROVED
TEST TWO
Effective: 05/07/2021
TEST CO.

ACH HISTORY

Last 7 days
Updated: May 13, 2021
NO BATCHES

NEW BATCH TEMPLATE

COMPANY
Test →

OFFSET ACCOUNT
Test test test *****096 →

ENTRY DESCRIPTION
Payroll
The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")

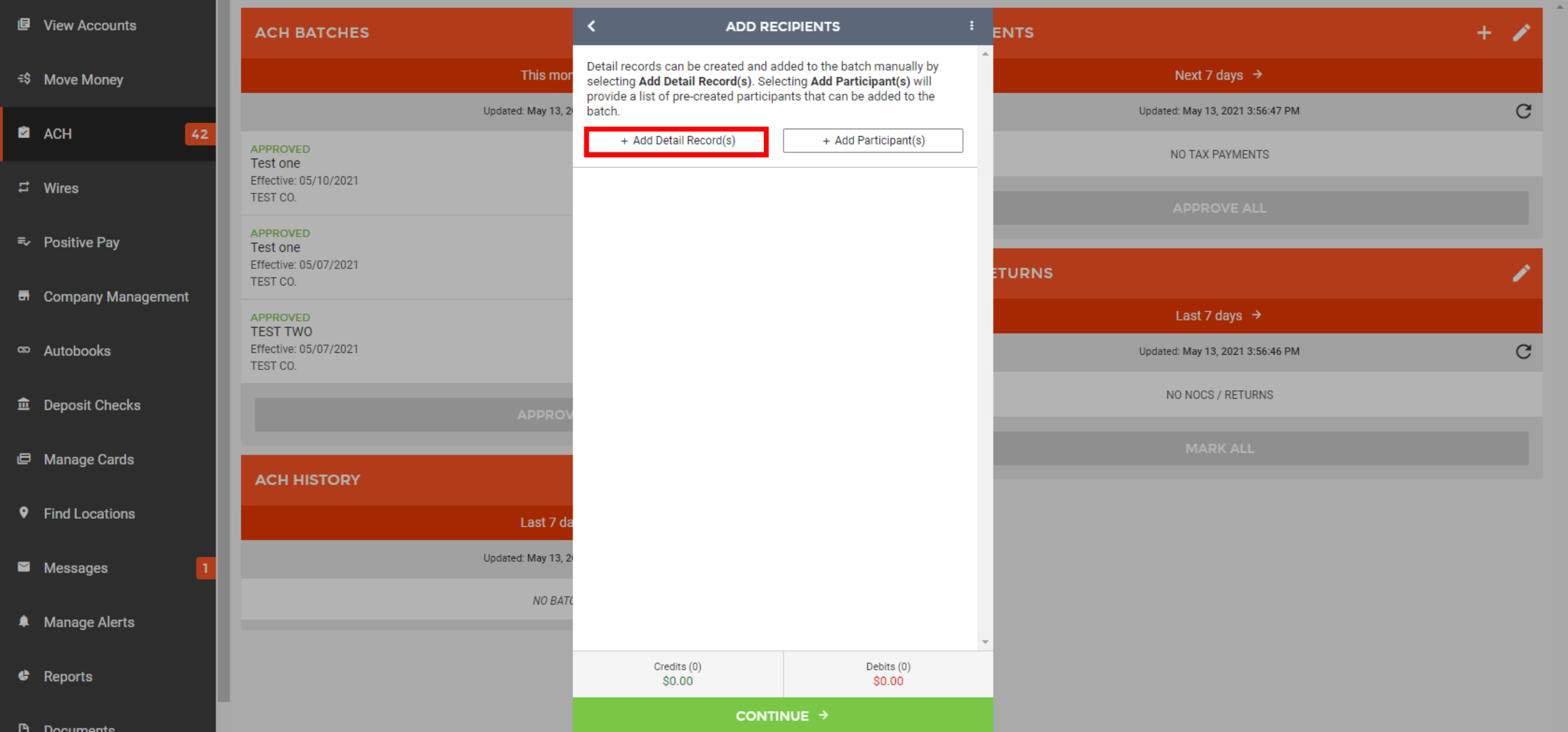
DISCRETIONARY DATA
Discretionary data includes reference information for use by the originator

ENTRY CLASS
Prearranged Payment & Deposit (PPD) →
The entry class defines the type of ACH entries contained in the batch

ADD RECIPIENTS →

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.

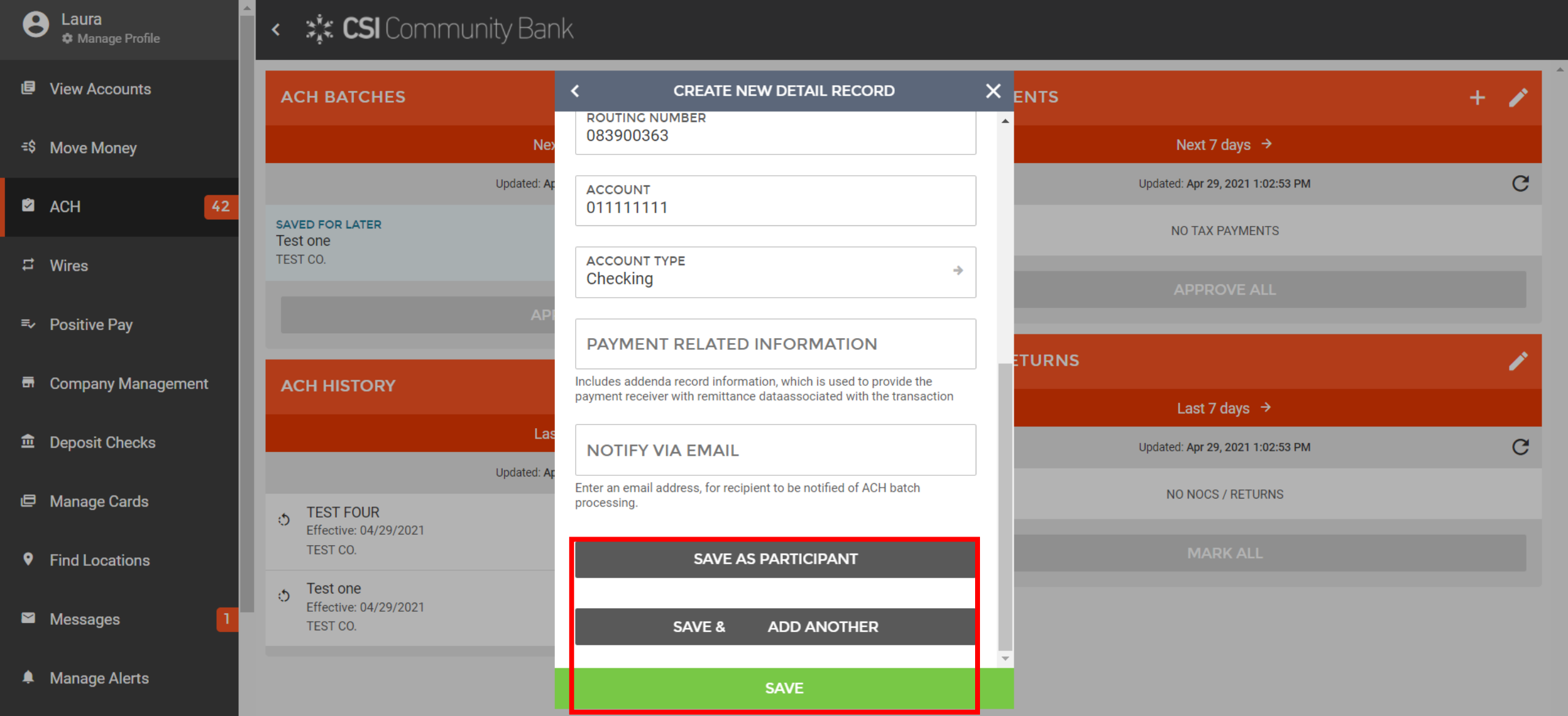
Any detail records added here will be saved in your template in the state you leave them.

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.



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ADD RECIPIENTS

Detail records can be created and added to the batch manually by selecting **Add Detail Record(s)**. Selecting **Add Participant(s)** will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s) **+ Add Participant(s)**

SEARCH FOR...

Fred Jones
ID: 56415655 **\$256.36**
DETAIL RECORD 111300958
45652212

Credits (1) Debits (0)
\$256.36 \$0.00

CONTINUE →

ACH BATCHES

ACH HISTORY

Next 7 days →

Updated: May 17, 2021 10:20:36 AM

NO TAX PAYMENTS

APPROVE ALL

RETURNS

Last 7 days →

Updated: May 17, 2021 10:20:35 AM

NO NOCS / RETURNS

MARK ALL

Laura Manage Profile

View Accounts

Move Money

ACH 42

Wires

Positive Pay

Company Management

Autobooks

Deposit Checks

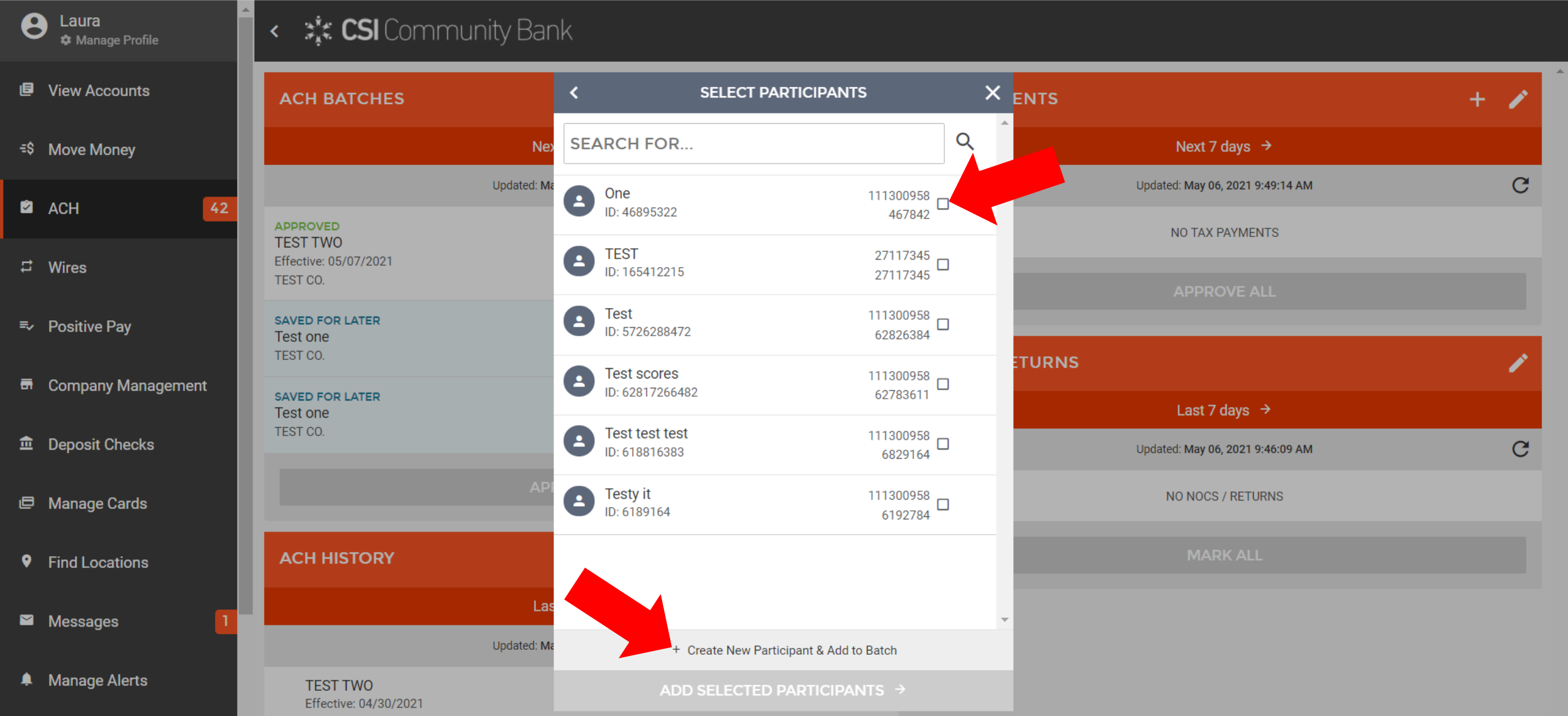
Manage Cards

Find Locations

Messages 1

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.



Laura
Manage Profile

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ACH BATCHES

ADD NEW PARTICIPANT

CITY

STATE

ZIP

EMAIL ADDRESS

Notify Via Email

Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant

Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS:

+ Add Account

SAVE PARTICIPANT

View Accounts

Move Money

ACH 42

Wires

Positive Pay

Company Management

Deposit Checks

Manage Cards

Find Locations

Messages 1

Manage Alerts

Next 7 days →

Updated: May 06, 2021 9:49:14 AM

NO TAX PAYMENTS

APPROVE ALL

RETURNS

Last 7 days →

Updated: May 06, 2021 9:46:09 AM

NO NOCS / RETURNS

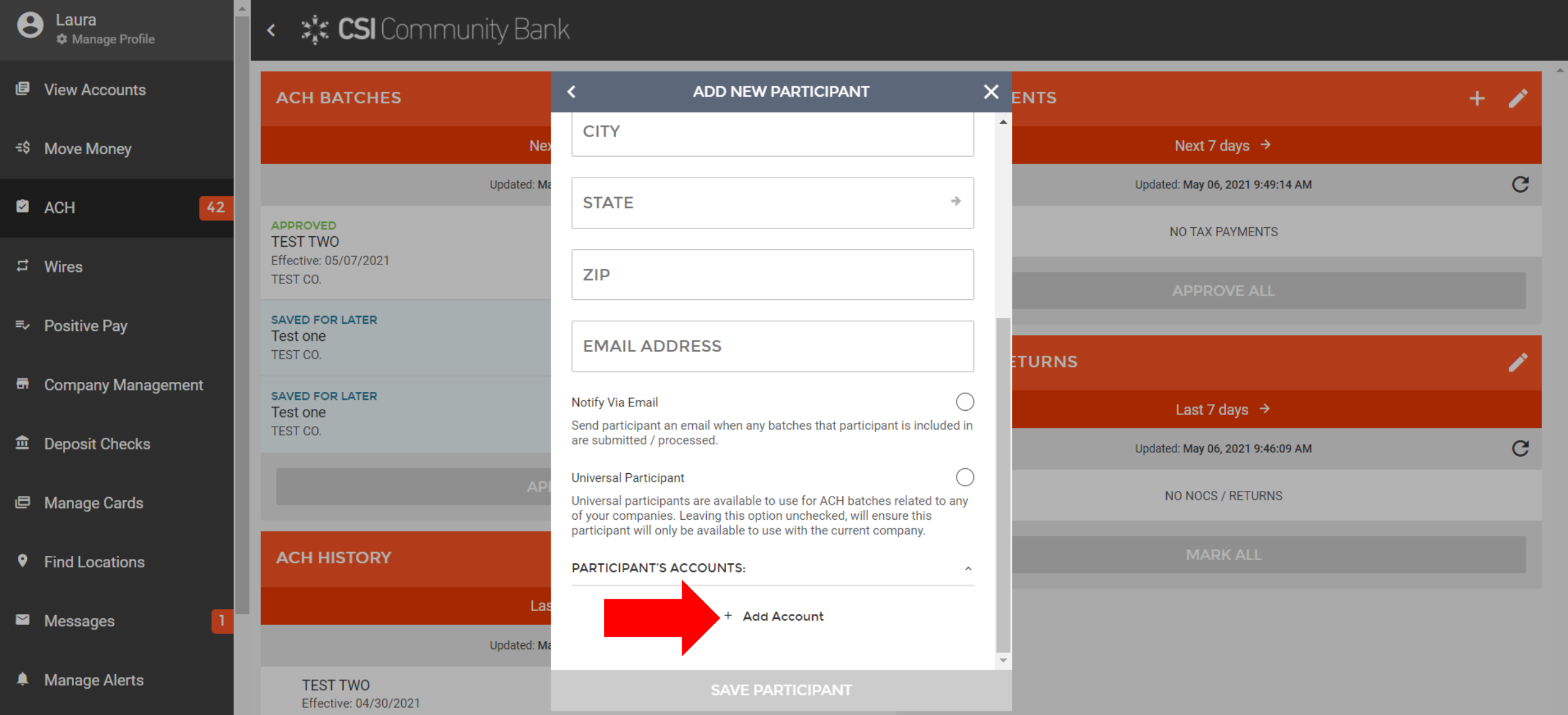
MARK ALL

APPROVED TEST TWO
Effective: 05/07/2021
TEST CO.

SAVED FOR LATER Test one
TEST CO.

SAVED FOR LATER Test one
TEST CO.

TEST TWO
Effective: 04/30/2021



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



Laura Manage Profile

View Accounts

Move Money

ACH 42

Wires

Positive Pay

Company Management

Deposit Checks

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Find Locations

Messages 1

Manage Alerts

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ACH BATCHES

ADD PARTICIPANT ACCOUNT

ACCOUNT NAME
Work Account

ACCOUNT TYPE
Checking

ROUTING NUMBER
11111111

ACCOUNT NUMBER
486841561

ACH HISTORY

ACH RETURNS

ACH RETURNS

SAVE 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.



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ADD NEW PARTICIPANT

CITY

STATE

ZIP

EMAIL ADDRESS
test@email.com

Notify Via Email

Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant

Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS:

Work Account / Acct # 486841561 / Routing 111111111 [Edit](#) [Remove](#)

SAVE PARTICIPANT

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.



Laura
Manage Profile

View Accounts

Move Money

ACH 42

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Messages 1

Manage Alerts

CSI Community Bank

ACH BATCHES

Next 7 days →

Updated: May 06, 2021 9:49:14 AM

APPROVED
TEST TWO
Effective: 05/07/2021
TEST CO.

NO TAX PAYMENTS

APPROVE ALL

ACH HISTORY

Last 7 days →

Updated: May 06, 2021 9:46:09 AM

NO NOCS / RETURNS

MARK ALL

SELECT PARTICIPANTS

SEARCH FOR...

One ID: 46895322	111300958 467842	<input checked="" type="checkbox"/>
TEST ID: 165412215	27117345 27117345	<input type="checkbox"/>
Test ID: 5726288472	111300958 62826384	<input type="checkbox"/>
Test scores ID: 62817266482	111300958 62783611	<input type="checkbox"/>
Test test test ID: 618816383	111300958 6829164	<input type="checkbox"/>
Testy it ID: 6189164	111300958 6192784	<input type="checkbox"/>
John Jones ID: 98956215	011111111 486841561	<input checked="" type="checkbox"/>

+ Create New Participant & Add to Batch

ADD SELECTED PARTICIPANTS →

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.



ADD RECIPIENTS

Detail records can be created and added to the batch manually by selecting **Add Detail Record(s)**. Selecting **Add Participant(s)** will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s) + Add Participant(s)

SEARCH FOR...

<p>Fred Jones ID: 56415655 DETAIL RECORD</p>	<input type="text" value="\$256.36"/>	<input type="button" value="Credit"/> <input type="button" value="Debit"/>	<p>111300958 45652212</p>
<p>Test ID: 6818263784</p>	<input type="text" value="\$0.00"/>	<input type="button" value="Credit"/> <input type="button" value="Debit"/>	<p>111300958 62882635</p>

Credits (2) \$256.36 Debits (0) \$0.00

CONTINUE →

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.



Laura Manage Profile

CSI Community Bank

ACH BATCHES

REVIEW TEMPLATE

ACH HISTORY

TEMPLATE NAME	Education Test
OFFSETTING ACCOUNT	Test test test ****096
ENTRY DESCRIPTION	Payroll
COMPANY NAME	Test
DISCRETIONARY DATA	
ENTRY CLASS	Prearranged Payment & Deposit (PPD)

RECIPIENTS

DETAIL RECORD	Fred Jones / \$256.36
PARTICIPANT	Test / \$0.00

TOTALS

CREDITS (2)	\$256.36
DEBITS (0)	\$0.00

SAVE ACH TEMPLATE

ACH RETURNS

ACH RETURNS

ACH RETURNS

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.



- Laura
Manage Profile
- View Accounts
- Move Money
- ACH** 42
- Wires
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- Find Locations
- Messages 1

ACH BATCHES

Next 7 days →

Updated: May 17, 2021 10:20:36 AM

NO TAX PAYMENTS

APPROVE ALL

ACH HISTORY

Last 7 days →

Updated: May 17, 2021 10:20:35 AM

NO NOCS / RETURNS

MARK ALL

COMPLETE

✓

TEMPLATE CREATED

Your template has been successfully created. You can create a new batch using your new template, create another new template, or close this window.

CREATE NEW BATCH WITH TEMPLATE

CREATE NEW TEMPLATE

CLOSE WINDOW

ACH RETURNS

Last 7 days →

Updated: May 17, 2021 10:20:35 AM

NO NOCS / RETURNS

MARK ALL

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

