



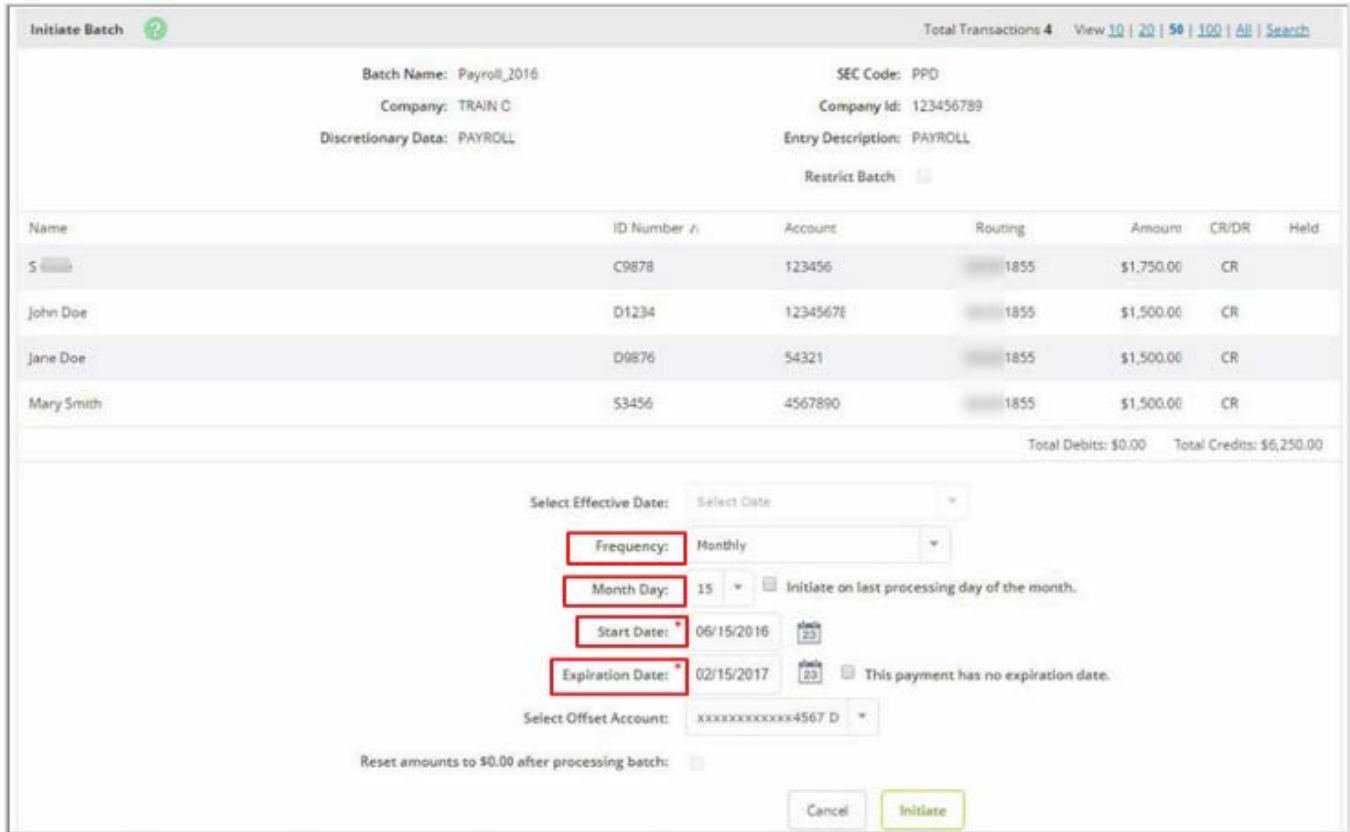
**ACH Services User Guide**  
New Enhancements  
October 2018

## Recurring ACH Batches

This new functionality allows you to select the frequency of a batch. When **Frequency** is selected during the process of initiating the batch, additional fields allow you to determine the *Start Date*, *Expiration Date*, *No Expiration Date*, *Day of the Month to Pull*, etc.

\*Important Note for Recurring Batches:

- If the user that created the batch is deleted, the recurring batch will also be discontinued and expire.
- If the Online Banking access goes dormant, the recurring batches will be discontinued and expire.
- Additional notifications can be set up to alert users of changes to a recurring batch.



**Initiate Batch** Total Transactions 4 | View 10 | 20 | 50 | 100 | All | Search

Batch Name: Payroll\_2016      SEC Code: PPD  
 Company: TRAIN C      Company Id: 123456789  
 Discretionary Data: PAYROLL      Entry Description: PAYROLL  
 Restrict Batch:

Name	ID Number A	Account	Routing	Amount	CR/DR	Held
S [redacted]	C9878	123456	[redacted] 1855	\$1,750.00	CR	
John Doe	D1234	12345678	[redacted] 1855	\$1,500.00	CR	
Jane Doe	D9876	54321	[redacted] 1855	\$1,500.00	CR	
Mary Smith	S3456	4567890	[redacted] 1855	\$1,500.00	CR	

Total Debits: \$0.00    Total Credits: \$6,250.00

Select Effective Date:

Frequency:   Initiate on last processing day of the month.

Month Day:

Start Date:

Expiration Date:    This payment has no expiration date.

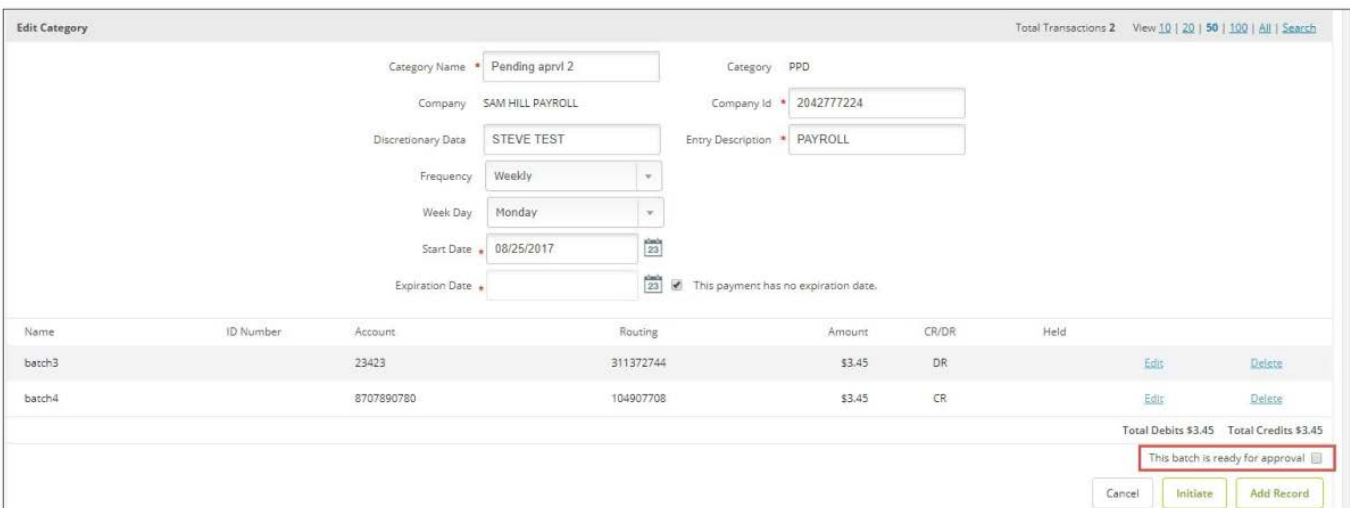
Select Offset Account:

Reset amounts to \$0.00 after processing batch:

## Notification of Pending Batches Ready for Approval

If your company or organization uses Dual Control, you can notify other users of batches that are ready for Approval.

To send a batch for approval, select **This Batch is Ready for Approval** check box from the *Edit* or *Quick Edit* Screen.



**Edit Category** Total Transactions 2 | View 10 | 20 | 50 | 100 | All | Search

Category Name: Pending aprvl 2      Category: PPD  
 Company: SAM HILL PAYROLL      Company Id: 2042777224  
 Discretionary Data: STEVE TEST      Entry Description: PAYROLL  
 Frequency: Weekly  
 Week Day: Monday  
 Start Date: 08/25/2017   
 Expiration Date:    This payment has no expiration date.

Name	ID Number	Account	Routing	Amount	CR/DR	Held
batch3		23423	311372744	\$3.45	DR	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
batch4		8707890780	104907708	\$3.45	CR	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Total Debits \$3.45    Total Credits \$3.45

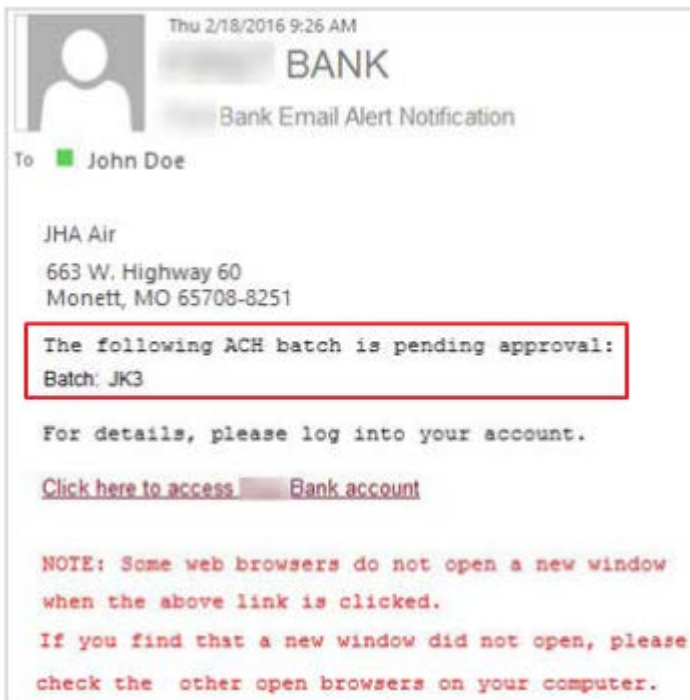
This batch is ready for approval

When a batch that has been selected *This Batch is Ready for Approval*, the status of the batch is **Approval Pending**.

ACH Category List										Total Batches 9	View 10   20   50   100
Status	Category Name /i	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date			
<input type="checkbox"/>	Ready	ach rec test2	PPD SAM HILL PAYROLL	07/06/2017	\$5.00	\$5.00	Semi-Annually	12/29/2017	Select option...		
<input type="checkbox"/>	Ready	jims body	PPD SAM HILL PAYROLL		\$0.00	\$210.00	None		Select option...		
<input type="checkbox"/>	Ready	pen approval 1	PPD SAM HILL PAYROLL	07/27/2017	\$4.23	\$4.23	Weekly	08/29/2017	Select option...		
<input type="checkbox"/>	Approval Pending	Pending aprvl 1	PPD SAM HILL PAYROLL		\$2.43	\$2.43	Bi-Weekly	09/07/2017	Select option...		
<input type="checkbox"/>	Ready	Pending aprvl 2	PPD SAM HILL PAYROLL	07/20/2017	\$3.45	\$3.45	Weekly	09/04/2017	Select option...		
<input type="checkbox"/>	Ready	PNT-ach rec test1	PPD SAM HILL PAYROLL	07/06/2017	\$0.00	\$0.00	None		Select option...		
<input type="checkbox"/>	Ready	PNT-jims body	PPD SAM HILL PAYROLL		\$0.00	\$0.00	None		Select option...		
<input type="checkbox"/>	Ready	0000047	CCD PERF MRQSUITZkhh		\$46.97	\$46.97	None		Select option...		
<input type="checkbox"/>	Uploaded	0000048	CCD PERF MRQSUITZkhh		\$46.97	\$46.97	None		Select option...		
					Total \$109.05	\$319.05					

Select All Delete Selected Initiate Selected

Once a batch is in the *Approval Pending* status, the system sends an email notification to users who have opted to receive the **ACH Batch Pending Approval** alert (set up under *Options*); sample notification below.



## Addenda Record Changes

### Add Addenda Information in Add Multiple

Within the *Add Multiple* option of editing a batch, you can now add addenda information to the individual line item.

Multi-Record Entry / Payroll Prenote  Creates a separate \$0 record for each entry

Name	ID #	Routing #	Account #	Chk Sav	Amount	DR CR
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Addenda <input type="text"/>			
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Addenda <input type="text"/>			
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Addenda <input type="text"/>			
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Addenda <input type="text"/>			
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Addenda <input type="text"/>			
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Addenda <input type="text"/>			

### Show Addenda Option within Quick Edit

When using *Quick Edit*, you can now see **Show Addenda** to expand the addenda information for each individual transaction.

Quick Edit Total Transactions 5 View 10 | 20 | 50 | Search

Batch Name *Jen* SEC Code *PPD*  
 Company *Company* Company Id *0000*  
 Discretionary Data *ACH PAYROLL* Entry Description *ACH*  
 Restrict Batch

Name	ID Number $\Delta$	Amount	Account	Routing	DR CR	Held <input type="checkbox"/>	Prenote	
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="100"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda

Total Debits \$100.00 Total Credits \$100.00

Quick Edit Total Transactions 2 View 10 | 20 | 50 | Search

Batch Name *copy3* SEC Code *PPD*  
 Company *JHA Air* Company Id   
 Discretionary Data *ACH* Entry Description *ACH*  
 Restrict Batch

Name	ID Number $\Delta$	Amount	Account	Routing	DR CR	Held <input type="checkbox"/>	Prenote	
celeste	0000000	<input type="text" value="99999999"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hide Addenda
			Addenda <input type="text"/>					
offset	0000000	<input type="text" value="99999999"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hide Addenda
			Addenda <input type="text"/>					

Total Debits \$99,999,999.00 Total Credits \$99,999,999.00

Hide All Addenda Save Return

## ACH Batch Activity and History

Additional information is now available to users under **Batch History**. Batch information is viewable after the batch is originated.

- **Initiated:** The date the batch was initiated
- **Effective:** The effective date for the batch
- **Batch:** The name given to the batch
- **Type:** The SEC associated with the batch
- **Company:** The ACH Company name
- **Debits:** The total batch debits
- **Credits:** The total batch credits
- **Offset Account:** The offset account for the batch
- **Recurring:** The frequency originally indicated for processed recurring ACH batches or *None* if the batch was not recurring
- **Confirmation Number:** The designated confirmation number for the batch; also provided in the ACH Watch Notification

2017 NT QA Bank 856 9628 122 E. 5 <sup>th</sup> St. Monett, MO 65708 (899) 266-1122									
ACH History									
Initiated	Effective	Category	Type	Company	Debits	Credits	Recurring	Confirmation Number	
07/27/2017	08/22/2017	pen approval 1	PPD	SAM HILL PAYROLL	\$4.23	\$4.23	Weekly	0727170003	<a href="#">View</a>

ACH Record List						Total Transactions 2	View 10   20   50   100   All   Search
Category		pen approval 1		Category Code		PPD	
Company		SAM HILL PAYROLL		Entry Description		PAYROLL	
Initiated By		Recurring		Confirmation		0727170003	
Frequency		Weekly		Number			
Week Day		Tuesday					
Start Date		8/15/2017					
Expiration Date		11/28/2017					
Initiated Date		07/27/2017					
Name	ID Number	Account	Amount	CR/DR	Hold		
batch1		281082203	\$4.23	DR			
batch2		456457457	\$4.23	CR			