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ACH FILE UPLOAD

1. Hover over the Payments & Transfers tab and click on "Send ACH File."

Administration	Account Activities & Reporting		Payments &	Transfers	Online Requests
			•		
Account Transfer	ACH	Wire	Transfer	Addition	al Services
Add Transfer	Maintain Batch Template	Mair	ntain Template	Bill Payn	nent
Add Recurring Transfer	Maintain Participant	Mair	ntain Template Group		
Update Transfers	Assign Participant to Batch	Wire Processing			
	ACH Processing	Initia	ate Template		
	Update Batch	Initia	ate Template Group		
	Import ACH Data	Initia	ate Freeform		
	Initiate Batch	Арр	rove/View Wire Activity		
	Approve/View ACH Activity	Viev	v Wire Activity		
	View ACH Activity	Viev	v Exchange Rates		
	Send ACH File	Req	uest Wire Investigation		
	Re-present Check				
security options					

HOW-TO GUIDE

2. Click "Browse" next to the Select File box and choose your ACH file.

3. Click "Upload."

Administration	Account Activities & I	Reporting Pa	yments & Transfers	Online Requests
Company: SLEEPING B	EAUTY V			
Send ACH File				
Initiation Limits	Credit	Debit		
Daily Limit	\$100.00	\$100.00		
Limit Per Batch	\$100.00	\$100.00		
Daily Limit Used	\$.00	\$.00		
Select File	Browse			
Upload	nat the ACH File uploaded is baland	ced to the offset account(s)	you have been granted access	to by your company administrator.

4. If prompted, enter your Security Code from your token and click "Submit."

Send ACH File Verification				
Cr	edit	Debits	Entries	Effective Date
\$1,54	18.28	\$1,548.28	9	01/03/2019
Total Cr	edit	Total Debit	Total Entries	Number of Batches
\$1,54	18.28	\$1,548.28	9	1
Security Cod	e	ç	Gubmit	21

5. You will get a confirmation with a reference number.

Confirmation	
Reference Number 131567 Your request has been submitted to processing. Please check the ACH Activity screen for the status.	

6. Hover over Payments & Transfers tab and click on "Approve/View ACH Activity."

Administration	Account Activities & Repor	ting Payments	& Transfers	Online Requests
Account Transfer	ACH	Wire Transfer	Addition	al Services
Add Transfer	Maintain Batch Template	Maintain Template	Bill Paym	nent
Add Recurring Transfer	Maintain Participant	Maintain Template Group	1	
Update Transfers	Assign Participant to Batch	Wire Processing		
	ACH Processing	Initiate Template		
	Update Batch	Initiate Template Group		
	Import ACH Data	Initiate Freeform		
	Initiate Batch	Approve/View Wire Activi	ity	
	Approve/View ACH Activity	View Wire Activity		
	View ACH Activity	View Exchange Rates		
	Send ACH File	Request Wire Investigation	on	
	Re-present Check			

7. Under ACH Send Files you will see your submitted files with a status of either "Success" or "Failed."

If the status is "Success," then we have received your file and it will be downloaded shortly for processing. Watch your email for download confirmations. If the status is "Failed," click on the Reference Number to see what the issue and contact us using the Email link within Cash Management.

ACH Send Files							
Reference Number	Status 🗢	User ID	\$				
<u>131315</u>	Success	TEST					
<u>131500</u>	Failed	TEST					