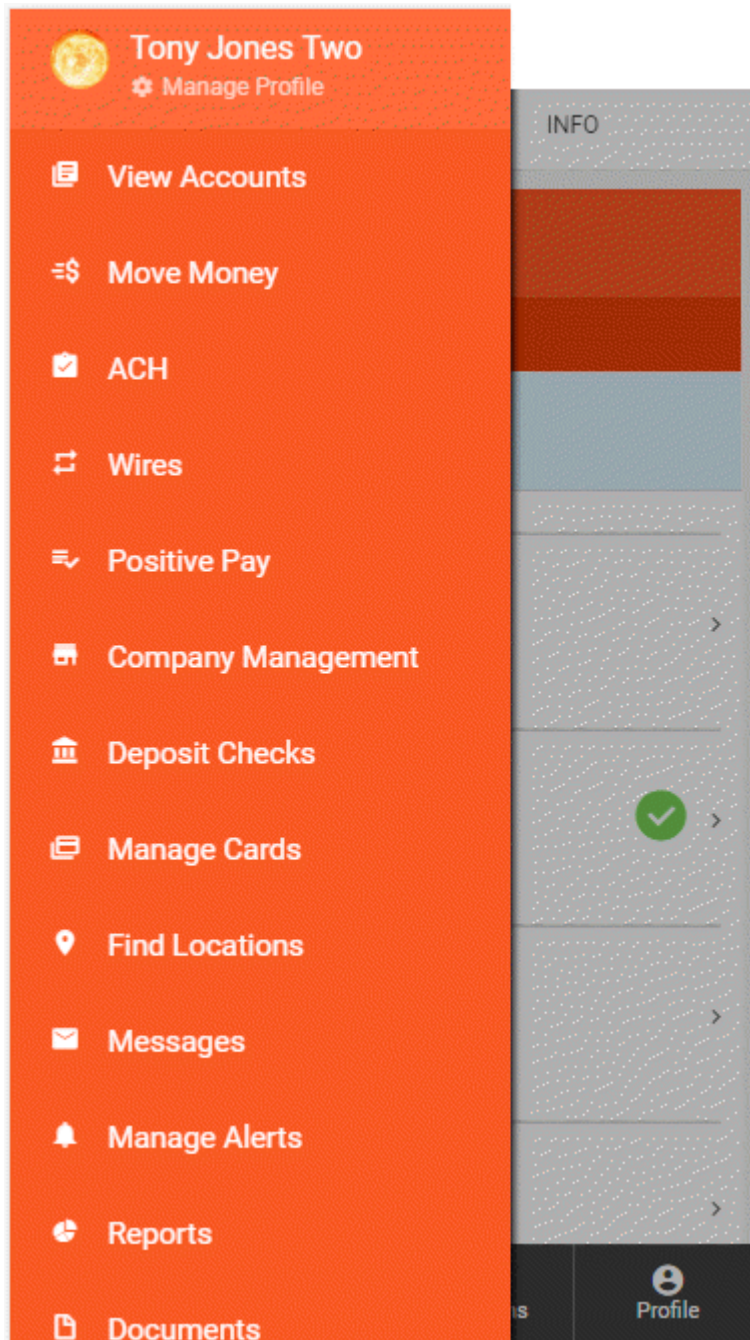
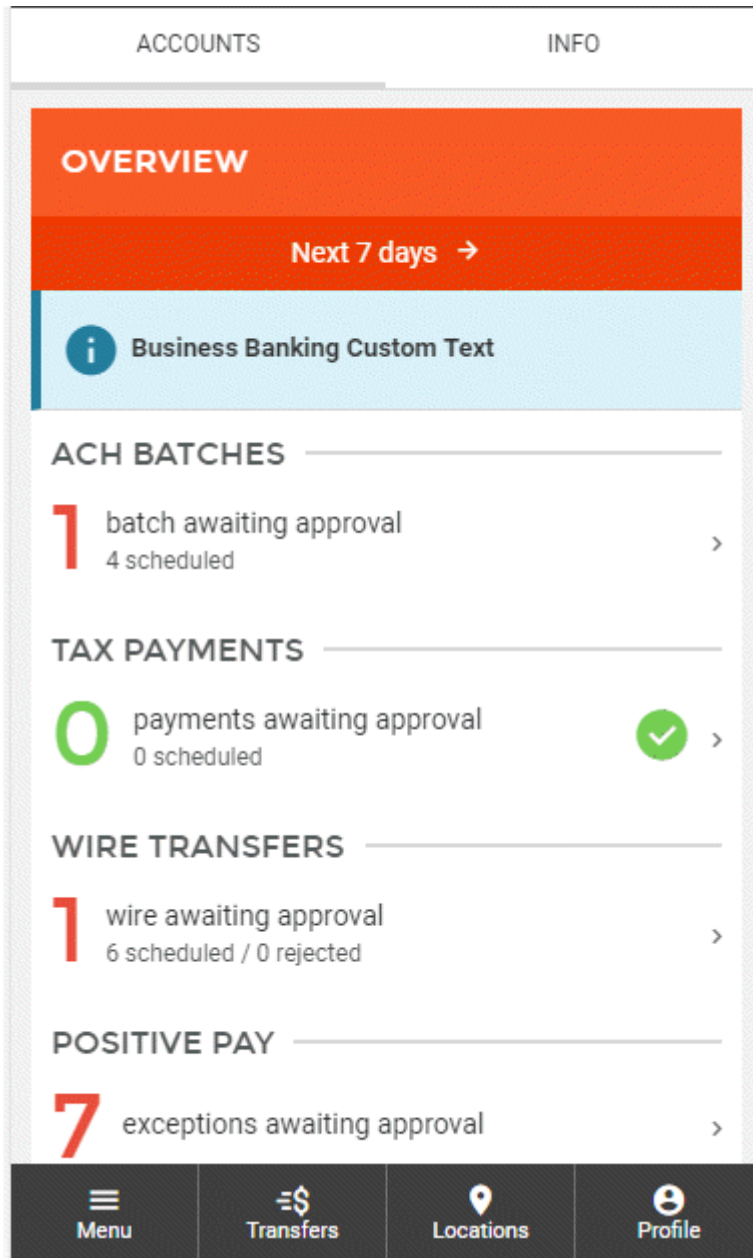


Uploading an ACH File

To begin uploading a new ACH File, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.





This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the ACH File Upload process, you will need to click the "+" button near the top of page. 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. Clicking on the button labeled "Upload a File" will take you through the ACH file upload wizard.


The screenshot displays the 'ACH BATCHES' screen. At the top, there are three tabs: 'SAVED BATCHES', 'HISTORY', and 'TAX PAYMENTS'. Below the tabs is a red header with 'ACH BATCHES', a plus sign, and a pencil icon. A secondary red bar indicates 'Next 7 days →'. Below this, a grey bar shows 'Updated: Nov 07, 2018 11:48:54 AM' and a refresh icon. The main content is a list of four ACH batches:

| Status | Batch Name | Effective Date | Approved Amount | Rejected Amount |
|------------|-----------------|----------------|-----------------|-----------------|
| APPROVED | TEST | 11/09/2018 | \$125.00 | \$36.96 |
| UNAPPROVED | TEST BATCH | 11/08/2018 | \$109.65 | \$10.00 |
| APPROVED | NEW AMOUNT ONLY | 11/07/2018 | \$0.00 | \$15.00 |
| APPROVED | TEST | 11/07/2018 | \$10.00 | \$30.00 |


At the bottom of the list is a green button labeled 'APPROVE ALL'. The bottom navigation bar contains four icons: Menu, Transfers, Locations, and Profile.

NEW ACH BATCH ✕


What would you like to do?




NEW ACH BATCH
Create a new ACH batch



NEW BATCH FROM TEMPLATE
Create a new ACH batch from an existing template




UPLOAD A FILE
Upload a delimited or NACHA formatted ACH file



MANAGE ACH TEMPLATES
Create and edit ACH batch templates

The first step is to select the ACH file you wish to upload. With the new improvements to the system, the system will now determine if you are uploading a NACHA formatted file, or a delimited file.

< **UPLOAD FILE** X



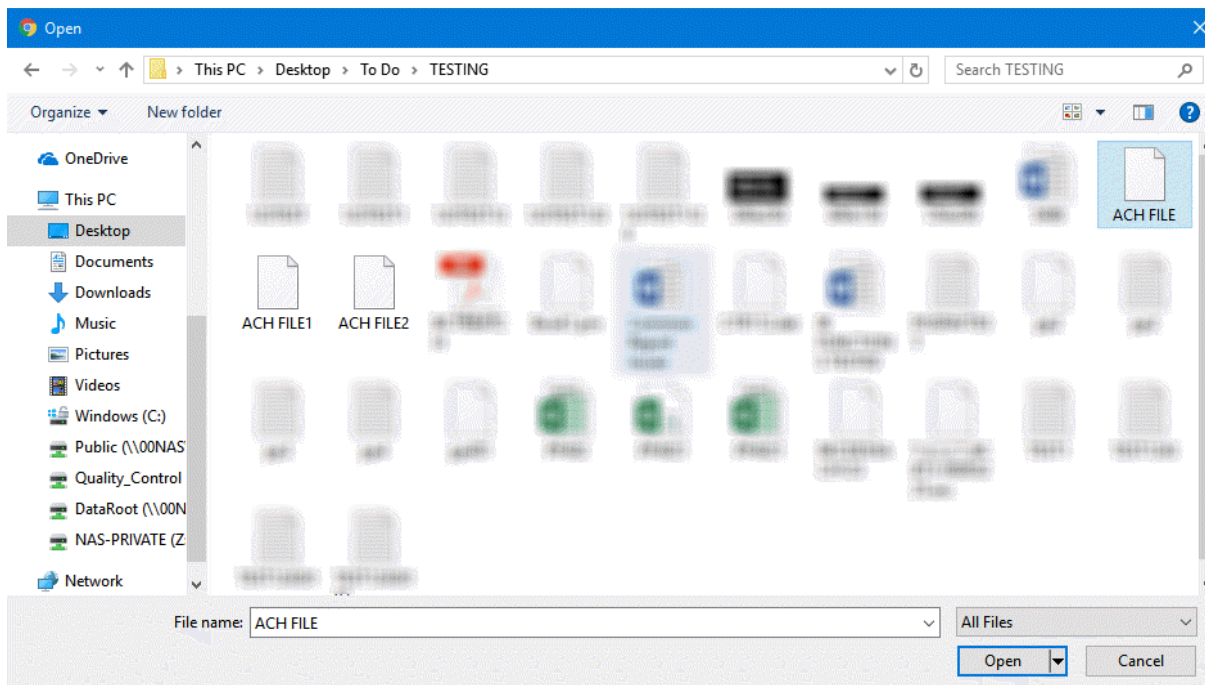
You can upload a NACHA formatted file or a delimited file to begin creating a new ACH batch.
To begin please select a file to upload.

SELECT A FILE

Need help determining which type of file you have? Please consult your software's documentation.

NEXT →

ACH



If uploading a NACHA formatted file, you will be taken to a review screen where you can select which batches to include in the upload. Here you will also be required to select the Company and Offsetting Account to be used with this file. Once the process has been finalized, you will receive a confirmation message showing the batches were successfully uploaded.

<
UPLOAD DETAILS
×

File Information

Batch Information

ACH COMPANY
required →

OFFSETTING ACCOUNT
required →

The following batches were found in your file. Please select the ones you would like to include:

| | | | |
|---|-------------------|---|----------|
| <p>ALLEN JR CO ID: 822987 Effective: 11/08/2018</p> | <p>TEST ENTRY</p> | <p>\$0.00 <input checked="" type="checkbox"/></p> <p>\$26.00</p> | <p>▼</p> |
| <p>ALLEN JR CO ID: 822988 Effective: 11/08/2018</p> | <p>TEST</p> | <p>\$254.95 <input checked="" type="checkbox"/></p> <p>\$244.12</p> | <p>▼</p> |
| <p>ALLEN JR CO ID: 822989 Effective: 11/08/2018</p> | <p>TEST ENTRY</p> | <p>\$0.00 <input checked="" type="checkbox"/></p> <p>\$32.00</p> | <p>▼</p> |
| <p>ALLEN JR CO ID: 822990 Effective: 11/08/2018</p> | <p>TEST</p> | <p>\$0.00 <input checked="" type="checkbox"/></p> <p>\$100.00</p> | <p>▼</p> |
| <p>ALLEN JR CO ID: 822991 Effective: 11/08/2018</p> | <p>TEST edit</p> | <p>\$104.99 <input checked="" type="checkbox"/></p> <p>\$125.00</p> | <p>▼</p> |

NEXT →

ACH

REVIEW FILE UPLOAD

FILE ACH3.txt
ACH COMPANY ALLEN JR COMPANY
OFFSETTING ACCOUNT *Test Account *****901

ALLEN JR CO

ENTRY DESCRIPTION TEST ENTRY
DISCRETIONARY DATA TEST DATA
SEC TEL
EFFECTIVE DATE 11/08/2018
COMPANY ID 1484897955

TOTALS ^


CREDITS \$0.00
DEBITS \$26.00

RECIPIENTS ^

USER DETAIL ADD / \$26.00

SUBMIT FILE

FILE UPLOAD COMPLETE ✕



FILE SUCCESSFULLY UPLOADED

Your file has been successfully uploaded. You can close this wizard to view your uploaded content, or you can upload another file.

UPLOAD NEW FILE

CLOSE WINDOW

ACH

If uploading a delimited formatted file, you will be taken to a screen where you can select which layout template you will like to use, or you can manually build a layout to use.

< **UPLOAD DETAILS** X

Choose a layout template to apply (optional):

LAYOUT TEMPLATE →

Heads up! Applying a template will remove any layout that you may have created below.

Select the fields contained in the delimited file and place them in the order they exist from left to right. If you would like to ignore a field, insert a **FILLER** notation.

Amount **Required** ☰

Receiver Account **Required** ☰

Receiver Full Name **Required** ☰

Routing # (w/Check) **Required** ☰

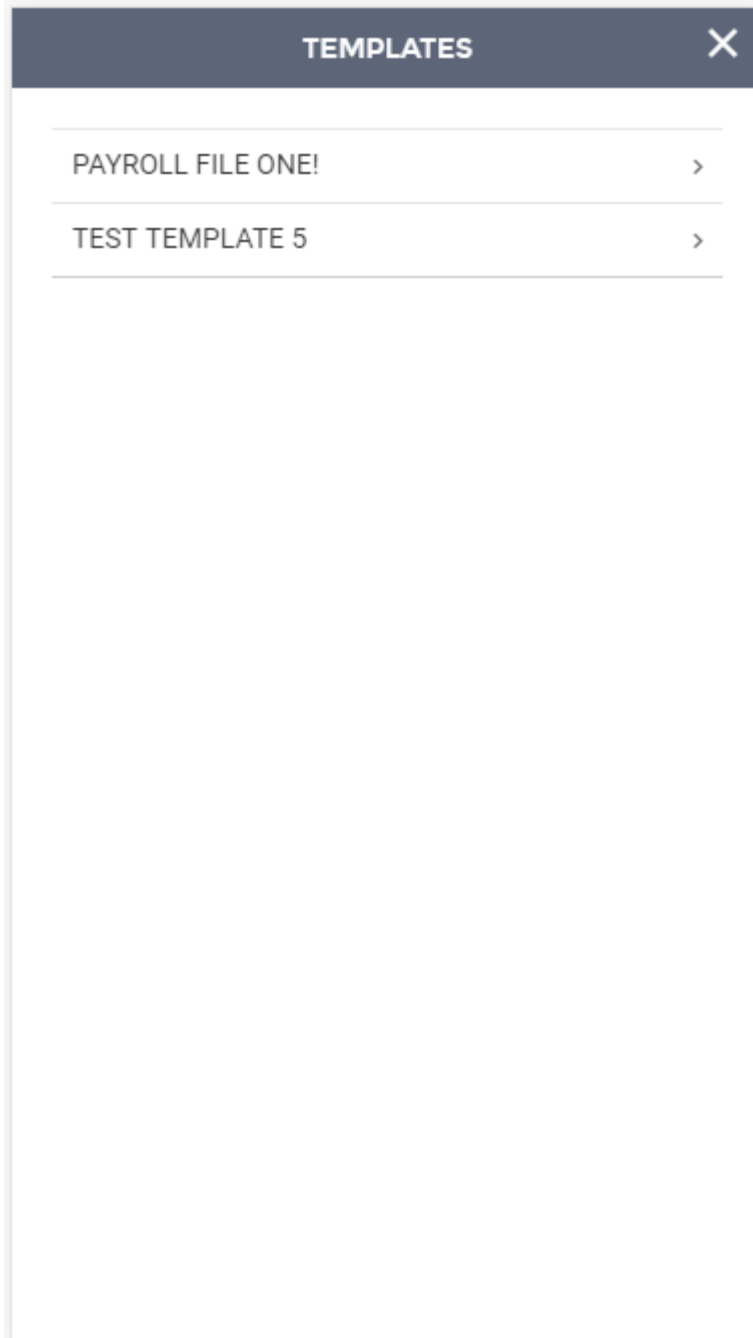
+ Insert New Field

Select a Delimiter:

DELIMITER
Asterisk (*) →

READ FILE →

To select a layout template, click the "Layout Template" field. You will be directed to the Templates screen where all previously created templates will be listed.



Click on the template you would like to use, and you will be directed back to the Upload Details screen.

ACH

The file template will be displayed, and you can click the "Read File" button to continue the upload process.

< **UPLOAD DETAILS** X

Choose a layout template to apply (optional):

LAYOUT TEMPLATE
PAYROLL FILE ONE! →

Heads up! Applying a template will remove any layout that you may have created below.

Select the fields contained in the delimited file and place them in the order they exist from left to right. If you would like to ignore a field, insert a **FILLER** notation.

| | | |
|-------------------------------------|---|---|
| Receiver Full Name Required | ⊖ | ⋮ |
| Receiver Account Required | ⊖ | ⋮ |
| Routing # (w/Check) Required | ⊖ | ⋮ |
| Amount Required | ⊖ | ⋮ |
| Discretionary Data | ⊖ | ⋮ |
| Company Name | ⊖ | ⋮ |
| Effective Date | ⊖ | ⋮ |
| Transaction Type (D/C) | ⊖ | ⋮ |
| Standard Entry Class | ⊖ | ⋮ |

READ FILE →

<
UPLOAD DETAILS
×

| | |
|---|-----|
| Routing # (w/Check) Required | ⋮ |
| Amount Required | ⋮ |
| Discretionary Data | ⊖ ⋮ |
| Company Name | ⊖ ⋮ |
| Effective Date | ⊖ ⋮ |
| Transaction Type (D/C) | ⊖ ⋮ |
| Standard Entry Class | ⊖ ⋮ |

+ Insert New Field

Select a Delimiter:

DELIMITER
 Asterisk (*) →

Number of Header Rows to Skip:

HEADER ROWS

Amount Excludes Decimals ✔

READ FILE →

If you do not have a layout template designed for your delimited file, it will be required to complete the upload process. This step ensures that the system knows how to read the delimited file you have provided (as there are various field orders and delimiters that are used by different vendors).

To create a layout, you will select the option "+ Insert New Field" on the screen. This will allow the addition of the various fields that are contained within your delimited file. These fields must be in order

ACH

as they appear in your file. To reorder the fields in the template, you can select and hold on the multi dot icon on the right side of the field. This will allow you to move that field up and down in the order it appears in your file (the topmost fields will be the first fields in the file, while the bottommost fields will be the last fields in the file).

The screenshot shows a mobile application interface titled "UPLOAD DETAILS". At the top, there is a dark blue header with a back arrow on the left, the title "UPLOAD DETAILS" in the center, and a close "X" icon on the right. Below the header is a list of fields for an ACH file upload. Each field has a multi-dot icon on the right for reordering. The fields are: "Routing # (w/Check) Required", "Amount Required", "Discretionary Data", "Company Name", "Effective Date", "Transaction Type (D/C)", and "Standard Entry Class". Below the list is a "+ Insert New Field" button. Underneath is a "Select a Delimiter:" section with a dropdown menu showing "DELIMITER Asterisk (*)" and a right arrow. Below that is a "Number of Header Rows to Skip:" section with a text input field containing "HEADER ROWS". At the bottom of the form is a toggle for "Amount Excludes Decimals" which is currently checked with a green checkmark. A large orange button at the very bottom says "READ FILE →".

| ADD NEW FIELD | | ✕ |
|------------------------|---|---|
| Addenda Information | > | |
| Check Digit | > | |
| Company Disc Data | > | |
| Company Entry Desc | > | |
| Company Identification | > | |
| Company Name | > | |
| Discretionary Data | > | |
| Effective Date | > | |
| Filler | > | |
| Filler | > | |
| Filler | > | |
| Filler | > | |
| Filler | > | |
| Filler | > | |
| Receiver First Name | > | |
| Receiver Id | > | |

UPLOAD DETAILS

Receiver Full Name **Required** ⋮

Receiver Account **Required** ⋮

Routing # (w/Check) **Required** ⋮

Amount **Required** ⋮

Company Disc Data ⊖ ⋮

Company Name ⊖ ⋮

Effective Date ⊖ ⋮

Transaction Type (D/C) ⊖ ⋮

Standard Entry Class ⊖ ⋮

+ Insert New Field

Select a Delimiter:

DELIMITER
Asterisk (*) →

Number of Header Rows to Skip:

READ FILE →

When creating the delimited file layout, you must also select the delimiter that separates each field in the file as well as the number of header rows to skip. Header rows include any information contained at the top of the file that are not necessary to the batch being created.

The screenshot shows a mobile application interface titled "UPLOAD DETAILS". It features a list of fields for configuration, each with a minus sign icon and a grid icon. The fields are: "Routing # (w/Check) Required", "Amount Required", "Company Disc Data", "Company Name", "Effective Date", "Transaction Type (D/C)", and "Standard Entry Class". Below the list is a "+ Insert New Field" button. Further down, there is a "Select a Delimiter:" section with a dropdown menu showing "DELIMITER Asterisk (*)" and a right arrow. Below that is a "Number of Header Rows to Skip:" section with a text input field containing "HEADER ROWS". At the bottom, there is a radio button labeled "Amount Excludes Decimals". A large orange button at the very bottom is labeled "READ FILE →".

Once all fields are set as desired, click "Read File" to continue the file upload process.

ACH

You will be directed to the Upload Details screen where file details will be displayed. Each detail will display the following fields; Receiver Full Name, Receiver Account, Amount, and Routing Number. You must set the ACH Company and Offsetting Account before you can proceed to the next step. Click on the ACH Company field to see a list of companies available for use. Click on the Offsetting Account field to see a list of offsetting accounts available for use.

| Receiver Full Name | Receiver Account | Amount | Routing Number |
|--------------------|------------------|----------|----------------|
| JOE JONES | 884256 | \$109.50 | 111300958 |
| Thomas Jones | 415456 | \$50.00 | 011111111 |

Depending on account permissions, you may need to set the Balance and Approve options.

Enable the "Balance" option to balance the batch upon submission. Enable the "Approve" option to approve the batch upon submission.

The screenshot shows a mobile application interface for uploading ACH details. At the top is a dark blue header with a back arrow, the text 'UPLOAD DETAILS', and a close 'X' icon. Below the header are two input fields, each with a right-pointing arrow. The first field contains 'ACH COMPANY' and 'ALLEN JR COMPANY'. The second field contains 'OFFSETTING ACCOUNT' and '*Test Account *****901'. Below these fields are two toggle options: 'Balance' with an unchecked radio button, and 'Approve' with a checked radio button (a green circle with a white checkmark). Below the options is a table with two rows of transaction data. The first row shows 'JOE JONES' with ID '884256', a amount of '\$109.50', and routing number '111300958'. The second row shows 'Thomas Jones' with ID '415456', a amount of '\$50.00', and routing number '011111111'. At the bottom of the screen is a red bar with the text 'NEXT' and a right-pointing arrow.

| Name | ID | Amount | Routing Number |
|--------------|--------|----------|----------------|
| JOE JONES | 884256 | \$109.50 | 111300958 |
| Thomas Jones | 415456 | \$50.00 | 011111111 |

Once fields are set as desired, click "Next" to continue the upload process and move to the Review File Upload screen.

ACH

The "Review File Upload" screen displays the File Name, ACH Company, Offsetting Account, Total Credits, Total Debits, and all Recipients (Name, Account, Amount).

Review the information and click the "Submit File" button to submit.

<REVIEW FILE UPLOAD>

| | |
|--------------------|------------------------|
| FILE | ACH FILE |
| ACH COMPANY | ALLEN JR COMPANY |
| OFFSETTING ACCOUNT | *Test Account *****901 |

TOTALS ^


| | |
|-------------|----------|
| CREDITS (1) | \$50.00 |
| DEBITS (1) | \$109.50 |

RECIPIENTS ^

| | |
|--------------|--|
| JOE JONES | 884256 / \$109.50 |
| THOMAS JONES | 415456 / \$50.00 |

SUBMIT FILE

FILE UPLOAD COMPLETE ✕



FILE SUCCESSFULLY UPLOADED

Your file has been successfully uploaded. You can close this wizard to view your uploaded content, or you can upload another file.

UPLOAD NEW FILE

CLOSE WINDOW