



**LIBERTY STATE**  
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**Cash Management Customer**

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# Cash Management Setup

## ACH Companies

### Cash Management → Setup → Company List

The ACH Companies screen is used to set up and maintain companies for ACH transactions.

**NOTE:** An ACH Company must be established prior to completing a transaction within the Cash Management system.

ACH COMPANIES		ACH COMPANY OPTIONS
		<a href="#">New Company</a>
Brooke's Bakery Company ID: 123456789	Batches: 0 Edit Company	
Windy City Company ID: 456123456	Batches: 0 Edit Company	

### Creating an ACH Company:

1. Click *New Company*.
2. Enter the Name and Company ID (TIN).
3. Enter the Address information, if desired.
4. Click **Save Changes**.
5. Repeat steps 1 – 4 as many times as needed to enter additional ACH companies.

CREATE NEW COMPANY

\*NAME

\*COMPANY ID

ADDRESS

ADDRESS

CITY

STATE ▼

ZIP CODE

Cancel

Save Changes

## Editing or Deleting an ACH Company:

- Select the company to edit by clicking *Edit Company*.
  - To maintain, update the information as needed, and then click **Save Changes**.
  - To delete, click *Delete Company*.

EDIT COMPANY

**COMPANY OPTIONS**  
[Delete Company](#)

\*NAME  
 ABC Cleaning

\*COMPANY ID  
 123456789

ADDRESS  
 123 N. Main

ADDRESS

CITY  
 Hutchinon

STATE  
 Kansas ▼

ZIP CODE  
 12345

Cancel

Save Changes

## ACH Participants

Cash Management → Setup → Participant List

The ACH Participants screen is used to set up participants that frequently receive ACH transactions for payroll, payments, receipts, or wire transfers.

ACH PARTICIPANTS

**ACH PARTICIPANT OPTIONS**  
[New Participant](#)

Betty Boston	Accounts: 1
ID:	<a href="#" style="color: #007bff; text-decoration: none;">Edit Participant</a>
Bob Joe	Accounts: 1
ID: 5555555	<a href="#" style="color: #007bff; text-decoration: none;">Edit Participant</a>

### Creating a New Participant Record:

1. Select *New Participant*.
2. Enter the Name of the participant.
3. Enter the ID and Address information, if desired.
4. Select all applicable participant types.
5. Click **Save Changes**.

### Editing or Deleting a Participant Record:

1. Select the participant by clicking *Edit Participant*.
  - To maintain, update the information as needed, and then click **Save Changes**.
  - To delete, click *Delete Participant*.

Once a Participant has been created, additional options display.

**Adding a Participant Account:**

1. Click *New Account*.
2. Enter the account information for the displayed participant.
3. Click **Save Changes**.
4. Repeat steps 1 – 3 as many times as needed until all participant accounts have been added.

PARTICIPANT OPTIONS	
<b>New Account</b>	
Delete Participant	

NEW PARTICIPANT ACCOUNT	
*BANK RTN	BANK NAME
*ACCOUNT #	ACCOUNT NAME
*ACCOUNT TYPE Select Account Type	
Cancel	Save Changes

**Editing or Deleting a Participant Account:**

1. Select *Edit Account* on the account that needs maintained.
  - To maintain, update the information as needed, and then click **Save Changes**.
  - To delete, click *Delete Account*.

EDIT PARTICIPANT ACCOUNT		PARTICIPANT ACCOUNT OPTIONS
*BANK RTN 812435559	BANK NAME ABC Bank	<b>Delete Account</b>
*ACCOUNT # 123123	ACCOUNT NAME	
*ACCOUNT TYPE Checking		
Cancel	Save Changes	



## ACH Template List

### Cash Management → Setup → ACH Template List

The ACH Templates screen is used to create templates that will be available when uploading a batch created outside of the Online Banking system.

**NOTE:** By default, a NACHA-formatted template is available within the ACH File Upload screen. It is not necessary to create that type of template.

The screenshot shows the 'ACH TEMPLATES' screen. At the top right, there is a tab labeled 'ACH OPTIONS' with a 'New Template' button highlighted in red. Below the tab, there is a search bar containing 'Template Name: NACHA Format'. To the right of the search bar, there are two buttons: 'File Type: Fixed' and 'Edit ACH Template'.

### Creating a New ACH Template:

1. Click *New Template*.
2. Enter the Template Name, File Type, and Text Qualifier, if applicable.
3. Enter the Record Length or Delimiting Character.

#### NOTES:

- Record Length will only display if Fixed Length is selected in the File Type field.
  - Delimiting Character will only display if Delimited is selected in the File Type field.
4. Complete the remaining fields as needed.
  5. If the field 'Does the file contain multiple record types?' is set to Yes, additional fields display. If No, skip to step 10.

The screenshot shows the 'CREATE NEW TEMPLATE' form. At the top, there is a header 'CREATE NEW TEMPLATE'. Below the header, there are two buttons: 'Cancel' and 'Save Changes'. The form is divided into sections. The first section is 'File Information', which contains a text input field for '\*TEMPLATE NAME:'. Below this, there are two dropdown menus: '\*FILE TYPE:' and 'TEXT QUALIFIER:'. The 'TEXT QUALIFIER:' dropdown is currently set to 'None'. Below these, there are two text input fields: 'NUMBER OF HEADER ROWS TO EXCLUDE:' (set to 0) and 'NUMBER OF FOOTER ROWS TO EXCLUDE:' (set to 0). At the bottom, there is a dropdown menu for 'DOES THE FILE CONTAIN MULTIPLE RECORD TYPES?' (set to No).

- Complete the required fields indicated with an asterisk \*. Ex: Record Type Start and/or End, Batch Header value, and Transaction value fields.

*RECORD TYPE START: 0	*END: 0
FILE HEADER VALUE:	
*BATCH HEADER VALUE:	
*TRANSACTION VALUE:	
ADDENDA VALUE:	
BATCH TOTAL VALUE:	
FILE TOTAL VALUE:	
PADDING RECORD(S) TO SKIP VALUE:	

- Complete the remaining fields as needed.
- Complete the required fields in the Batch Information section indicated with an asterisk \*. Ex: Company Name, Company Identification, Standard Entry Class Code, and effective Entry Date fields.

Batch Information		
Service Class Code	FROM POSITION	0
*Company Name	FROM POSITION	0
Company Discretionary Data	FROM POSITION	0
*Company Identification	FROM POSITION	0
*Standard Entry Class Code	FROM POSITION	0
Company Entry Description	FROM POSITION	0
Company Descriptive Date	FROM POSITION	0 DATE FORMAT
*Effective Entry Date	FROM POSITION	0 DATE FORMAT
Settlement Date (Julian)	FROM POSITION	0
Originator Status Code	FROM POSITION	0
Originating DFI Identification (Routing number)	FROM POSITION	0
Batch Number	FROM POSITION	0

- Complete the remaining fields as needed.

- Complete the required fields in the Transaction Information section indicated with an asterisk \*. Ex: Transaction Code, Account Type, Transaction Type, Receiving DFI Identification, DFI Account Number, and Amount fields.

Transaction Information			
*+Transaction Code	FROM POSITION	0	
*+Account Type	FROM POSITION	0	CHECKING SAVINGS
*+Transaction Type	FROM POSITION	0	CREDIT DEBIT
*Receiving DFI Identification (Routing number)	FROM POSITION	0	
*DFI Account Number	FROM POSITION	0	
*Amount	FROM POSITION	0	DECIMAL IMPLIED (Y/N)
Check Serial Number or Identification Number	FROM POSITION	0	
Individual Name or Receiving Company Name	FROM POSITION	0	
Discretionary Data	FROM POSITION	0	
Addenda Indicator	FROM POSITION	0	
Trace Number	FROM POSITION	0	
Addenda	FROM POSITION	0	

- Complete the remaining fields as needed.
- Click *Save Changes*.

## Wire Transfer Templates

Cash Management → Setup → Wire Template List

The Wire Transfer Templates screen is used to view, edit, or create templates for wire transfers.

WIRE TRANSFER TEMPLATES		TEMPLATE OPTIONS
SEARCH		New Domestic Template
Sort By >		New International Template
Template Name: Electric To Name: ABC Electric	Domestic	From Account: Charles Checking To Account: ****6321 Edit Wire Transfer Template

### Creating a New Wire Transfer Template:

- Click *New Domestic Template* or *New International Template*.

2. Click **Beneficiary** to select the recipient from the Participant List, if they were previously added.
3. Use the Account drop-down to select the transfer from account. Start typing a portion of the account number to search. *(Optional)*
4. Enter a template name.
5. Select the Company for the template. Start typing a portion of the company name to search. *(Optional)*
6. Enter the Recipient information if a participant was not selected in step 1.

**NEW DOMESTIC WIRE TRANSFER TEMPLATE**

Cancel Submit Beneficiary

Transfer From

\*ACCOUNT Select Account

CHECKING Charles Checking Balance = \$152,442.69

\*TEMPLATE NAME

COMPANY NAME Select Company

ADDRESS 1 ADDRESS 2

CITY STATE ZIP CODE

ORIGINATOR TO BENEFICIARY ORIGINATOR TO BENEFICIARY 2

PURPOSE PURPOSE 2

\*BANK NAME \*BANK RTN

\*ACCOUNT #

Show Intermediary Bank

Show Beneficiary Bank

Cancel Submit

The **Cancel** and **Submit** buttons are available at the top and bottom of the screen.

7. Complete the Originator to Beneficiary and Originator to Beneficiary 2 fields, as needed.
8. Complete the purpose and purpose 2 fields, if needed.
9. Complete the Intermediary Bank, and Beneficiary Bank sections if necessary.  
**NOTE:** Based on the financial institution settings, some fields may not display.
10. Click **Submit**.

### **Editing or Deleting a Wire Transfer Template:**

1. Select the template to edit by clicking *Edit Wire Transfer Template*.
  - To maintain, update the information as needed, and then click **Submit**.
  - To delete, click *Delete Wire Template*. Click **Delete** on the confirmation message, and then click **OK**.

# Cash Management Transactions

## ACH File Upload

### Cash Management → Transactions → ACH File Upload

The ACH File Upload screen is used to upload a batch created outside of the Online Banking system. *Formats include:*

- NACHA
- Delimited
- Fixed

**ACH FILE UPLOAD**

\*ACCOUNT: Select Account ▼

\*TEMPLATE:   ▼

\*File to upload:

**UPLOAD**

Drop files here

PRENOTE:  (Selecting prenote will zero all transaction dollar amounts and make the batch and all transactions a prenote.)

### Uploading a File From a Template:

1. Select the account.
2. From the Template drop down, select the existing template.
3. Click **Upload** to search for the file to upload or drag and drop the file on **Drop files here**.
4. A new section, File Data, then displays. This section displays the data included in the uploaded file.
5. Check the Prenote check box, if needed.
6. The File, Batch, and Transaction information sections display. These sections will prefill with information entered when creating the template.

#### **NOTES:**

- *If you are using the NACHA format template, the fields will prefill and cannot be maintained.*

- *Based on the type of file that is being used, additional information may be required that was not displayed while creating the template. It is recommended that you view each section to make sure all information is completed as needed. If the required information is not completed and the batch is submitted, a message displays indicating that required fields are not completed.*
7. Click **Submit**.
  8. Select *Edit Batch* for the uploaded batch.
  9. Click the **Activate and send to bank** check box.
  10. Click **Save Batch**.

### **Uploading a New Template File:**

1. Select the account.
  2. From the Template drop down, select *New template*.
  3. Click **Upload** to search for the file to upload or drag and drop the file on **Drop files here**.
  4. Check the Prenote check box, if needed.
  5. A new section, File Data, then displays. This section displays the data included in the uploaded file.
  6. Enter the Template Name, File Type, and Record Length or Delimiting Character.
- NOTES:**
- *Record Length will only display if Fixed Length is selected in the File Type field.*
  - *Delimiting Character will only display if Delimited is selected in the File Type field.*
7. Complete the remaining fields as needed.
  8. Complete the batch submission, date, and holiday fields.
  9. Complete the required fields in the Transaction Information section indicated with an asterisk \*. *Ex: Transaction Code, Account Type, Transaction Type, Receiving DFI Identification, DFI Account Number, and Amount fields.*
  10. Complete the remaining fields as needed.
  11. Click **Submit**.
  12. Select *Edit Batch* for the uploaded batch.
  13. Click the **Activate and send to bank** check box.
  14. Click **Save Batch**.

## ACH Batches

### Cash Management → Transactions → ACH Batches

The ACH Batches screen is used to create new batches, upload batches, or maintain inactive batches.

The screenshot shows the ACH Batches interface. At the top, there is a header 'ACH BATCHES' and a sub-header 'ACH OPTIONS' with buttons for 'New Batch', 'Upload File', and 'Delete Selected'. Below this, a table entry is visible for 'Payroll 6/2018'. The entry includes a 'DELETE' checkbox, 'Debits: \$27,097.06 (3)', 'Confirmation: 1422080', '1 of 2 Appr', 'Credits: \$27,097.06 (1)', 'Effective Date: 06/01/18', and an 'Edit Batch' link.

<b>Delete</b>	Indicates the associated batch will be deleted once <i>Delete Selected</i> is clicked.
<b>Name</b>	User defined name of the batch.
<b>Debits/Credits</b>	Amount of the batch.
<b>Confirmation #</b>	Confirmation number of the batch.
<b>Effective</b>	Date the batch becomes effective.
<b>Previous Effective</b>	Indicates the previous effective date for the batch. <b>NOTE:</b> <i>The date displayed automatically updates once the batch is processed by the financial institution.</i>
<b>Status</b>	Indicates the status of the batch. <ul style="list-style-type: none"> <li>• Active – The batch is active and awaiting bank approval.</li> <li>• Inactive – The batch is not active. <b>NOTE:</b> <i>Once the bank has processed the batch, the status will go from Active back to Inactive.</i></li> <li>• Over Limits – The user is over bank defined limits for the batch. The bank will need to approve the batch before it can be submitted for processing.</li> <li>• Denied – The batch was denied by a bank user.</li> <li>• 0-1 Appr – Indicates the number of approvals that have been completed along with the number of approvals</li> </ul>

required. **NOTE:** This number will change based on number of approvals completed and required. Ex: 1-2.

### **Creating a New ACH Batch:**

1. Click *New Batch*.
2. Enter the batch name.
3. Select the company. Start typing a portion of the company name to search.
4. Select the account. Start typing a portion of the account number to search.
5. Select the entry class. *Options include:*
  - **ARC** – Single debits based on a check received through U.S. mail or dropbox.
  - **CTX** – Corporate Trade Exchange.
  - **PPD** – Prearranged payments and deposits (payroll, bill payments).
  - **RCK** – Single debits used to represent a check that was processed and returned due to lack of funds.
  - **TEL** – Single debits authorized via telephone.
  - **WEB** – Single or recurring debits authorized via Internet.
  - **CCD** – Transactions to businesses or organizations through cash concentration and disbursement accounts.

**NOTE:** Based on the financial institution settings, some fields may not display.
6. Enter the batch description. *Limited to 10 characters.*
7. Enter the disc data, if applicable. *Limited to 20 characters.*
8. Check the prenote check box, if applicable.
9. Complete the batch submission schedule. *Options are:*
  - **Submit Non-Recurring Batch and Save Data** – The batch is submitted on the effective date and the batch is saved.
  - **Submit Non-Recurring Batch and Delete Data** – The batch is submitted on the effective date. Once the batch is processed, the batch is deleted.
  - **Schedule Recurring Batch** – The batch is set up on a recurring schedule, to repeat every X day(s), week(s), months(s), year(s).

### ***Only complete steps 10-11 if "Schedule Recurring Batch" was selected.***

10. Enter the number of days/months/weeks/years the batch should recur.
11. Enter the effective and ending date.

**NOTE:** If the batch has no end date, this field can be left blank.
12. Complete the holiday field. *Options are:*



- **Before** – The transaction is completed the processing day before the holiday.
- **After** – The transaction is completed the processing day after the holiday.

Batch Submission Schedule:

Submit Non-Recurring Batch And Save Data.

Submit Non-Recurring Batch And Delete Data.

Schedule Recurring Batch To Repeat Every  day(s)

Effective Date

Ending Date

Make the effective date the business day

13. Enter the Effective Date.

**NOTE:** Holidays can not be selected as the effective date for one time ACH batches.

14. Click **Save Batch**.

Once a batch is saved, an additional section, Transactions, displays. Click **New Transaction** to enter the participant.

Transactions

Total Debits: \$0.00 Total Credits: \$0.00

### Creating a New ACH Transaction:

1. Click *New Transaction* from the Create New Batch screen.
2. If applicable, click the prenote checkbox if this transaction should be a prenote.
3. Select the transaction type from the Tran Type drop-down. *Options are:*
  - Payroll (*Debit*)
  - Payment (*Debit*)
  - Receipt (*Credit*)
4. If applicable, select the participant from the Use Participant drop-down. *(If used, skip to step 8.)*
5. Enter the individual or company in the name field.
6. Complete the bank routing number.

**NEW ACH TRANSACTION**

PRENOTE

TRAN TYPE   USE PARTICIPANT

\*NAME  \*BANK RTN

ID  \*ACCOUNT#





\*AMOUNT  ACCOUNT TYPE

ADDENDA



ADD NEW PARTICIPANT

7. Enter the account number, and account type.
8. Enter an ID, if applicable. *Limited to 15 characters.*
9. Enter the transaction amount.
10. Complete the Addenda fields, if needed. *Limited to 80 characters.*
11. Select the checkbox **Add New Participant** to indicate the participant should be added to the participant list screen, if the participant was manually added to the transaction.  
**NOTE:** *If the participant should be available for multiple transaction types, edit the participant on the Participant List screen.*
12. Click **Save Transaction**.
13. Repeat steps for as many transactions as needed.

### Editing or Deleting ACH Transactions:

Transactions								Zero Amounts	New Transaction
PRENOTE	NAME	ID	BANK #	ACCOUNT #	TYPE	MODIFY DATE	AMOUNT		
No	0000JOHN DOE	41-6005906	91207087	****1541	Receipt	1/9/2018 2:58:16 PM	27097.06	 	
No	00012769 MARY SMITH	29191	75900575	****5453	Payment	1/9/2018 2:58:16 PM	1.84	 	
No	0001777 JANE DOE	29193	75900575	****1543	Payment	1/9/2018 2:58:16 PM	13678.18		
No	0001DOUGLASSMITH	25293	291974204	****7452	Payment	1/9/2018 2:58:16 PM	13417.04		
Total Debits: \$27,097.06				Total Credits: \$27,097.06					

If only the dollar amount needs to be maintained, update it by clicking into the amount field.

1. Click the  to open the transaction detail or click  to remove the transaction.
2. To clear out all transaction amounts, click **Zero Amounts**.
3. Make changes as needed.
4. Click **Save Transaction**.

### Submitting ACH Batches:

1. Click *Edit Batch* next to the batch to submit.
2. Ensure the ACH batch is complete, click the **Activate and send to bank** checkbox.  
**NOTE:** *Once the ACH has been activated, it is recommended that no edits be made to the batch within 2 business days of processing. If edits are needed 1-2 business days prior to processing, it is recommended that the user un-checks the Activate and sent to bank check box, save the changes, and then continue with any edits that are needed. After edits are completed, select the Activate and send to bank check box and save the changes.*
3. Click **Save Batch**.

**Edit ACH Batch :: 7527763**

\*Batch Name: Crystal's Cookies Payroll

\*Company Name: Crystal's Cookie

\*Account: Checking Charles Checking Balance=\$152,442.69

\*Entry Class: CCD - Corporate Credit/Debit Entry

\*Description: Payroll

Disc Data

Prenote

**Activate and send to bank**

**(Selecting prenote will zero all transaction dollar amounts and make the batch and all transactions a prenote.)**

### Deleting ACH Batches:

1. Click the Delete Checkbox next to any ACH to delete.
2. Click **Delete Selected**.

**ACH BATCHES**

SEARCH

Sort By >

**ACH OPTIONS**

New Batch

Upload File

**Delete Selected**

<input checked="" type="checkbox"/>	<b>DELETE</b>	Deli Payroll	Over Limit
	Debits: \$132,246.61 (3)		Credits: \$0.00 (0)
	Confirmation: 4210260		Effective Date: 12/02/22
			Edit Batch
<input checked="" type="checkbox"/>	<b>DELETE</b>	613034 - Uploaded: 10/6/2022	Active
	Debits: \$3,000.00 (1)		Credits: \$3,000.00 (1)
	Confirmation: 4120328		Effective Date: 11/25/22
			Edit Batch

3. You will be asked if you are sure that you would like to delete the batch(es). Click **Delete** to continue the process.

**Are you certain you wish to DELETE these Batches?**

Delete Cancel

## ACH Tax Payments

### Cash Management → Transactions → ACH Tax Payments

The ACH Tax Payments screen is used to create new tax payments, or maintain tax payments.

ACH TAX PAYMENTS		TAX PAYMENT OPTIONS
ABC Cleaning \$100.00	Account: Charles Checking	<a href="#">New Tax Payment</a> Active Due Date: 4/30/2019 <a href="#">Edit Tax Payment</a>

<b>Company</b>	Company the tax payment is associated with.
<b>Amount</b>	Tax payment amount.
<b>Account</b>	Account or share used for the transaction.
<b>Due Date</b>	Date the tax payment is due.
<b>Status</b>	<p>Indicates the status of the batch.</p> <ul style="list-style-type: none"> <li>• Active – The batch is active and awaiting bank approval.</li> <li>• Inactive – The batch is not active.  <b>NOTE:</b> <i>Once the bank has processed the batch, the status will go from Active back to Inactive.</i></li> <li>• Over Limits – The user is over bank defined limits for the batch. The bank will need to approve the batch before it can be submitted for processing.</li> <li>• Denied – The batch was denied by a bank user.</li> <li>• 0-1 Appr – Indicates the number of approvals that have been completed along with the number of approvals required. <b>NOTE:</b> <i>This number will change based on number of approvals completed and required. Ex: 1-2.</i></li> </ul>

## Creating a New Tax Payment:

1. Click *New Tax Payment*.

CREATE NEW TAX PAYMENT

*COMPANY Select Company ▼	*DESCRIPTION
*ACCOUNT Select Account ▼	
*TAX FORM Select Form ▼	*PAY TYPE Select Payment Type ▼
DISC DATA	*DUE DATE 4/1/2020
	*PERIOD END
<b>Tax Payment Amounts</b>	
*TYPE ▼	*AMOUNT
TYPE ▼	AMOUNT
TYPE ▼	AMOUNT
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Cancel</span> <span style="background-color: black; color: white; padding: 5px 15px; border-radius: 3px;">Submit Payment</span> </div>	

2. Select a company.
3. Enter a description.
4. Select the account or share.
5. Select the tax form.
6. Select a pay type. *Options are:*
  - Payment Due on a Return or an IRS Notice
  - Estimated Payment
  - Payment Due on an extension
  - Federal Tax Deposit
  - Advanced Payment of Deficiency
  - Deficiency Assessed by IRS
  - Designated Payment of Interest
  - Designated Payment of Penalty
  - Designated Payment of Fees
  - Cash Bond Payment

7. Enter the disc data, if applicable. *Limited to 20 characters.*
8. Enter the due date.
9. Enter the period end date.
10. Enter the amount.
11. Click **Submit Payment**.

### **Editing or Deleting a Tax Payment:**

1. Click *Edit Tax Payment*.
2. Make updates as needed.
3. Click **Submit Payment**.
4. To delete, click *Delete Tax Payment*.

## Wire Transfers

### Cash Management → Transactions → Wire Transfers

The Wire Transfers screen is used to view previously created wire transfers, or create new wire transfers.

The screenshot displays the 'WIRE TRANSFERS' interface. On the left, a table lists a transaction for 'Sally Smith' with a value of '\$11,500.00', originating from 'Charles Checking' and going to '456123'. The transaction is marked as 'Domestic' and '1 of 2 Appr'. A 'SEARCH' button is located above the table. To the right, a 'WIRE TRANSFER OPTIONS' sidebar contains three items: 'New Domestic Wire Transfer', 'New International Wire Transfer', and 'Wire Transfer Templates'. A red box highlights the first two options, and a callout box points to them with the text: 'Select the Wire Transfer Templates option to create or edit wire templates.'

WIRE TRANSFERS		
		SEARCH
Sort By >		
Sally Smith \$11,500.00 From: Charles Checking	Domestic	1 of 2 Appr To: 456123 Edit Wire Transfer

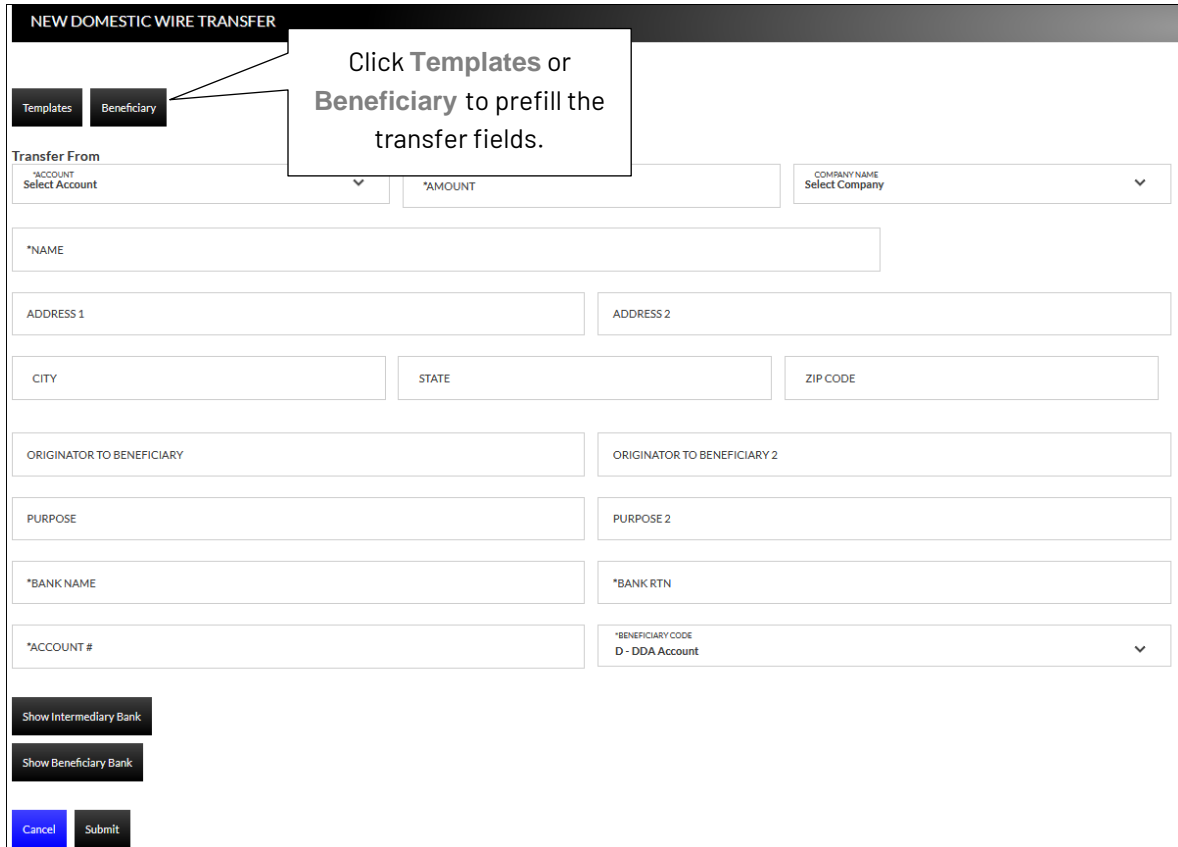
WIRE TRANSFER OPTIONS

- New Domestic Wire Transfer
- New International Wire Transfer
- Wire Transfer Templates

Select the Wire Transfer Templates option to create or edit wire templates.

## Create New Wire Transfer

Cash Management → Transactions → Wire Transfers → New Domestic Wire Transfer or New International Wire Transfer



**NEW DOMESTIC WIRE TRANSFER**

Click **Templates** or **Beneficiary** to prefill the transfer fields.

**Transfer From**

\*ACCOUNT Select Account      \*AMOUNT      COMPANY NAME Select Company

\*NAME

ADDRESS 1      ADDRESS 2

CITY      STATE      ZIP CODE

ORIGINATOR TO BENEFICIARY      ORIGINATOR TO BENEFICIARY 2

PURPOSE      PURPOSE 2

\*BANK NAME      \*BANK RTN

\*ACCOUNT #      \*BENEFICIARY CODE D - DDA Account

Show Intermediary Bank

Show Beneficiary Bank

Cancel      Submit

### Transfer From

**Account** From account for the wire transfer.

**Amount** Amount of the wire transfer.

**Company Name** Name of the company.

**Name** Name of the recipient.

**Originator to Beneficiary** Description of the wire, if needed.

**Originator to Beneficiary 2** Optional field that can be used to enter additional text.

**Purpose** Purpose for sending the wire.

- Purpose 2** Optional field that can be used to enter an additional purpose.
- Bank Name** Name of the financial institution.
- Bank RTN** Financial institution routing number.
- Account #** Recipient’s account number.
- Type** Type of account. *Options are:*
- Checking
  - Savings

**Intermediary Bank & Beneficiary Bank (if necessary)**

<div style="background-color: #333; color: white; padding: 2px; font-size: 0.8em; margin-bottom: 5px;">Hide Intermediary Bank</div> <p><b>Intermediary Bank (if necessary)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: 1px solid #ccc; padding: 2px;">BANK NAME</td> <td style="width: 40%; border: 1px solid #ccc; padding: 2px;">BANK ID</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">ADDRESS 1</td> <td style="border: 1px solid #ccc; padding: 2px;">ADDRESS 2</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">CITY</td> <td style="border: 1px solid #ccc; padding: 2px;">STATE</td> <td style="border: 1px solid #ccc; padding: 2px;">ZIP CODE</td> </tr> <tr> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;">REF CODE</td> </tr> </table>	BANK NAME	BANK ID	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP CODE	REF CODE		<div style="background-color: #333; color: white; padding: 2px; font-size: 0.8em; margin-bottom: 5px;">Hide Beneficiary Bank</div> <p><b>Beneficiary Bank (if necessary)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: 1px solid #ccc; padding: 2px;">BANK NAME</td> <td style="width: 40%; border: 1px solid #ccc; padding: 2px;">BANK ID</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">ADDRESS 1</td> <td style="border: 1px solid #ccc; padding: 2px;">ADDRESS 2</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">CITY</td> <td style="border: 1px solid #ccc; padding: 2px;">STATE</td> <td style="border: 1px solid #ccc; padding: 2px;">ZIP CODE</td> </tr> <tr> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;">                 BENEFICIARY BANK CODE                  - Identifier Code not used             </td> </tr> </table>	BANK NAME	BANK ID	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP CODE	BENEFICIARY BANK CODE - Identifier Code not used	
BANK NAME	BANK ID																		
ADDRESS 1	ADDRESS 2																		
CITY	STATE	ZIP CODE																	
REF CODE																			
BANK NAME	BANK ID																		
ADDRESS 1	ADDRESS 2																		
CITY	STATE	ZIP CODE																	
BENEFICIARY BANK CODE - Identifier Code not used																			

- Bank Name** Name of the beneficiary/intermediary financial institution.
- Bank ID** Additional information regarding the financial institution.
- Ref Code** Optional field used for information that is applicable to the originator.
- Beneficiary Bank Code** Identifies the beneficiary bank’s code.

**Creating a New Wire Transfer:**

1. Click *New Domestic Wire Transfer* or *New International Wire Transfer*.
2. If applicable, select **Participant** to choose an existing participant. *(If used, a majority of the fields will be prefilled.)*



3. If applicable, select **Templates** to choose an existing wire template. *(If used, a majority of the fields will be prefilled.)*
4. Select the from account.
5. Enter the amount.
6. Select the company name.
7. Enter the name of the recipient.
8. Enter the address, description, and purpose fields as needed.
9. Enter the name of the bank.
10. Enter the bank routing number.
11. Enter the account number.
12. Select the type of account.
13. Complete the Intermediary and Beneficiary Bank information, if necessary.
14. Click **Submit**. The user will be navigated back to the Wire Transfers screen. A message will display indicating that the Wire Transfer was Successfully Created.

Wire Transfer Successfully Created

WIRE TRANSFERS

**WIRE TRANSFER OPTIONS**

- [New Domestic Wire Transfer](#)
- [New International Wire Transfer](#)
- [Wire Transfer Templates](#)

---

Sort By >

ABC Electric	Domestic	Active
\$500.00		
From: Charles Checking	To: 789456	Edit Wire Transfer

## Item Authorization

### Cash Management → Transactions → Item Authorizations

The Cash Management Item Authorization screen allows users with the proper permissions to authorize unapproved ACH items, wire transfers, or tax payments.

**CASH MANAGEMENT ITEM AUTHORIZATIONS**

Approve All Approve Selected

Unapproved ACH Batches

SEARCH

By >

<input type="checkbox"/> APPROVE	Name: 645372 - Uploaded: 3/31/2020
Debits: \$28,935.22 (3)	Credits: \$27,097.06 (1)
Approval: 1 of 2	Created: 3/31/2020 2:35:00 PM
Check All Batches	View ACH Batch
<input type="checkbox"/> APPROVE	Name: ABC COMM PAYROLL
Debits: \$1,544.55 (1)	Credits: \$0.00 (0)
Approval: 1 of 2	Created: 3/16/2020 2:28:00 PM
Check All Batches	View ACH Batch

If the Approve checkbox is greyed out, the current user does not have rights to approve this transaction.

### Approving All Items in a Specific Transaction Type:

1. Select *Check All Batches*, *Check All Tax Payments* or *Check All Wire Transfers* in the applicable section.
2. Click **Approve Selected**.

### Approving Only Specific Items:

1. Select the check box associated with the transaction(s)
2. Click **Approve Selected**.

### Approving All Items in the ACH Batches, Wire Transfers, and Tax Payments Sections:






1. Select **Approve All**.

# Cash Management Reports

## Cash Management → Reports

Multiple Cash Management reports are available to help analyze transactions or to view users that have authority to create cash management transactions within Online Banking.

Upon selecting a report from the menu, you will be prompted with search criteria unique to that report. Complete the search criteria as needed and then click **Submit** to see the report.

*STARTING DATE 	*END DATE 
CUSTOMER NUMBER	STATUS ALL 
SCHEDULETYPE ALL	
COMPANY NAME	
OFFSET ACCOUNT	
PRENOTE All Items	
BATCH NAME	
CONFIRMATION #	
<b>Submit</b>	

## Batch History Report

The Batch History report displays batches that were submitted during the selected date range.

Batch History Report		1/1/2019 - 4/24/2019	
Customer	100001	Confirmation #	9888988
Batch Name	Payroll	Company Name	Bank 579
Description	payroll	Offset Account	1
Disc. Data		Status	Deleted
Entry Class	PPD	Submit	Once and Save
Participant Name	Participant ID	Type	
Account Number	FI RTN	Amount	
Betty Boston		Payroll	
784574	103102135	\$15,000.00	
Offset Debit	100001	Offset Debit	
1	812435559	\$15,000.00	
Total Debits / Total Credits		\$15,000.00	\$15,000.00
File Reference Code	Submit Date/Time	Batch Status	
8A41490	1/31/2019 12:42:04 PM	Batch Sent	
Monday, April 29, 2019			Page 1 of 9

## Company Report

The Company report displays all companies available for use in cash management.

Company Report				4/29/2019
Customer	Company Name	Tax ID	Tax Region	# Batches
100001	ABC Cleaning	123456789	North	1
100001	Brooke's Bakery	123456789	South	0
100001	Windy City	456123456	North	0
Monday, April 29, 2019				Page 1 of 2

## Participant Report

The Participant report displays cash management participants and the parameters associated with the search.

Participant Report		4/29/2019	
<b>Customer</b>	100001	<b>Participant Type</b>	
Participant Name	Betty Boston	Payroll	YES
Participant ID		Payment	YES
Address		Receipt	YES
		Wire Transfer	YES
City			
State			
Zip			
<b>Name</b>	<b>FI</b>	<b>Account Number</b>	<b>Type</b>
	103102135	784574	Checking

## Scheduled Batch Report

The Scheduled Batch report displays current batches with an effective date within the specified date range.

Scheduled Batch Report		4/29/2019 - 8/1/2019	
<b>Customer</b>	100001	<b>Confirmation #</b>	1422080
Batch Name	Payroll 6/2018	Company Name	ABC GRILL
Description	PAYMENT	Offset Account	1
Disc. Data		Prenote	Do not send as prenote
Entry Class	CCD	Status	Active
Submit	Once and Save	Effective Date	4/29/2019
<b>Participant Name</b>	<b>Participant ID</b>	<b>Type</b>	
<b>Account Number</b>	<b>FI RTN</b>	<b>Amount</b>	
0001DOUGLAS SMITH	25293	Payment	
4910684	291974204		\$5.00
Offset Debit	100001	Offset Debit	
4910684	812435559		\$15.00
00012769 MARY SMITH	29191	Payment	
4910684	075900575		\$5.00
0001777 JANE DOE	29193	Payment	
4910684	075900575		\$5.00
0000JOHN DOE	41-6005906	Receipt	
4910684	091207087		\$154.00
Offset Credit	100001	Offset Credit	
4910684	812435559		\$154.00
<b>Total Debits / Total Credits</b>		<b>\$169.00</b>	<b>\$169.00</b>
Monday, April 29, 2019		Page 1 of 2	

## Scheduled Tax Payment Report

The Scheduled Tax Payment report displays tax payments that are scheduled to be processed during the selected date range.

Scheduled Tax Payment Report		3/4/2019 - 4/30/2019	
Customer	100001	Due Date	
Offset Account	1	Period End	5/3/2019
<b>Payment Details</b>			
Company:	ABC Cleaning	Total Payment Amount	\$100.00
Tax Form:	11-C		
Pay Type:	Advanced Payment of Deficiency		
Description:	Tax Pay		
Disc Data:			

## Tax Payment History Report

The Tax Payment History report displays tax payments that were processed during the selected date range.

Tax Payment History Report		4/29/2019 - 5/3/2019	
Customer	100001	Date Processed	4/29/2019 8:45:53 AM
Offset Account	1	Status	Processed
Due Date	4/29/2019	Period End	5/3/2019
<b>Payment Details</b>			
Company:	ABC Cleaning	Total Payment Amount	\$100.00
Tax Form:	11-C		
Pay Type:	Advanced Payment of Deficiency		
Description:	Tax Pay		
Disc Data:			

## Transaction History Report

The Transaction History report displays transactions that were submitted during the selected date range.

Transaction History Report		1/28/2019 - 4/29/2019	
Customer	100001	Submit Date	1/31/2019
Reference Code	B9167907	Submit Time	11:45 AM
Participant Name	Participant ID	Type	
Account Number	FI RTN	Amount	
Bank 319	123456	Payroll	
55511122	812435559	\$500.00	
Offset Debit	100001	Offset Debit	
1	812435559	\$1,100.00	
Betty Boston		Payroll	
784574	103102135	\$600.00	
Bank 319	123456	Payroll	
55511122	812435559	\$0.00	
Betty Boston		Payroll	
784574	103102135	\$15,000.00	
Offset Debit	100001	Offset Debit	
1	812435559	\$15,000.00	

## Wire Transfer History Report

The Wire Transfer History report displays wire transfers that were created during the selected date range.

Wire Transfer History Report		2/25/2019 - 4/29/2019	
Date & Time	From Customer	From Account	Amount
To FI	Recipient	To Account	
4/9/2019 10:49:11 AM	100001	1	\$50,000.00
812435559	Bank 319	55511122	
4/9/2019 10:46:26 AM	100001	1	\$500.00
812435559	Bank 319	55511122	
4/9/2019 10:45:07 AM	100001	1	\$500.00
812435559	Bank 319	55511122	

## Secondary Users

The Secondary Users screen gives account owners the ability to grant non-account owners individualized access to the Internet Banking/Cash Management system.

### Preferences → Internet Banking Options → Secondary Users

This screen is used to view, edit, or remove secondary users from the system.

SECONDARY USERS			SECONDARY USER OPTIONS
			<a href="#">Create New Secondary User</a>
			SEARCH
CUSTOMER ID	CREATE DATE	LAST LOGGED IN	
****0001-JohnBanker	07/24/2017 08:48 AM	04/17/2019 03:11 PM	<a href="#">Edit</a>

### Preferences → Internet Options → Secondary Users → Create New Secondary User

**Customer Number** Customer number for the primary account owner.

**User Name** User name for the secondary user.

**Password** Password for the secondary user.  
**NOTE:** Based on Secondary User Rights, the secondary user may be forced to change their password upon login.

**Confirm Password** Confirm password for the secondary user.

New Secondary User

**Customer Number:** 100001

USER NAME

PASSWORD

CONFIRM PASSWORD



**Preferences → Internet Banking Options → Secondary Users → Edit**

EDIT SECONDARY USER	
<p>Cancel Save Changes</p> <p><b>Customer Number</b> 497827136</p> <p><b>Status</b> Enabled</p>	<p>USER NAME Kayla</p> <p><b>Last Login</b> N/A</p>
<p><b>SECONDARY USER OPTIONS</b></p> <ul style="list-style-type: none"> <li>Change Password</li> <li>Generate Temporary Verification Code</li> <li>Delete Secondary User</li> <li>Delete Secondary User Contacts</li> </ul>	

**Customer Number** Customer number for the primary account owner.

**User Name** User name for the secondary user.

**Status** Indicates the status of the secondary user.

**Last Login** Displays the last time the secondary user logged in.

### ***Secondary User Options***

Change Password – Allows the primary account owner to reset the secondary user’s password.

Generate Temporary Verification Code – Allows the primary account owner to create a temporary verification code for the secondary user.

**NOTE:** The code will be valid for 10 minutes.

Delete Secondary User – Allows the primary account owner to delete the secondary user.

Delete Secondary User Contacts – Allows the primary account owner to reset the contact method used for the secondary user.

**Secondary User Rights**

Secondary User Rights		
<input type="checkbox"/> CAN CHANGE PASSWORD	<input type="checkbox"/> FORCE PASSWORD CHANGE	<input type="checkbox"/> ALLOW MESSAGING
<input type="checkbox"/> ALLOW BILLPAY	<input type="checkbox"/> ALLOW PREPAID	<input type="checkbox"/> USE PRIMARY USER'S ACCOUNT FRIENDLY NAMES
<input type="checkbox"/> ALLOW REMOTE DEPOSIT CAPTURE	<input type="checkbox"/> EXTERNAL ACCOUNT SETUP	

**Secondary User Rights**

Indicates which rights the secondary user has within Online Banking. *Options are:*

- Can Change Password – Secondary user is able to change their password.
- Force Password Change – Secondary user will be forced to change their password upon login.
- Allow Messaging – Secondary user has access to messaging.
- Allow Bill Pay – Secondary user has access to Bill Pay.
- Allow Prepaid – Secondary user has access to MOCA.
- Use Primary User's Account Friendly Names – Indicates the accounts display the user friendly name established by the primary user.
- Allow Remote Deposit Capture – Secondary user has access to submit deposits via remote deposit capture.
- External Account Setup – Secondary user has the capability to create external transfer accounts.

**NOTE:** *Secondary user rights available vary by financial institution.*

**iCore Customer/Account Info Update Options**

iCore Customer/Account Info Update Options		
<input type="checkbox"/> VIEW CUSTOMER/ACCOUNT ADDRESS INFO	<input type="checkbox"/> EDIT CUSTOMER/ACCOUNT ADDRESS INFO	<input type="checkbox"/> EDIT CUSTOMER ADDRESS
<input type="checkbox"/> EDIT ACCOUNT ADDRESS(ES)	<input type="checkbox"/> EDIT PERSONAL PHONE	<input type="checkbox"/> EDIT BUSINESS PHONE
<input type="checkbox"/> EDIT CELL PHONE	<input type="checkbox"/> EDIT PERSONAL EMAIL	<input type="checkbox"/> EDIT BUSINESS EMAIL

**iCore Customer/Account Info Update Options** Indicates which information can be viewed/updated within Online Banking by the secondary user. Any updates made will also be updated in iCore360.

**NOTE:** Options will vary based on the financial institution’s GoBanking System Administrator parameters.

**Cash Management Rights**

Cash Management Rights		
<input type="checkbox"/> EDIT ACH COMPANY	<input type="checkbox"/> VIEW ACH REPORTS	<input type="checkbox"/> EDIT ACH PARTICIPANTS
<input checked="" type="checkbox"/> POSITIVE PAY ENABLED	POSPAY SSO ID:	
<input checked="" type="checkbox"/> CORPORATE CAPTURE 21 ENABLED	CC21 SSO ACCOUNT ID: M5	CC21 SSO USER ID: Bswanner

**Cash Management Rights** Indicates which rights the secondary user has within cash management. Options are:

- Edit ACH Company – Secondary user is able to add or maintain the ACH Company.
- View ACH Reports – Secondary user is able to view the cash management reports.
- Edit ACH Participants – Secondary user has the capability to add or maintain participants.
- Positive Pay Enabled – Allows the secondary user to access Positive Pay.

**NOTE:** Enter the Positive Pay login ID to allow single sign on.

- Corporate Capture21 Enabled – Allows the secondary user to access Corporate Capture21.

**NOTE:** Enter the CC21 account ID and user ID to allow single sign on.

## Accounts

Checking																					
ACCOUNT	VIEW	XFER IN	XFER OUT	EXTER IN	EXTER OUT	APPR	APPR SELF	VIEW STMT	ACH DB	ACH CR	\$\$ ONLY	PART ONLY	TAX PAY	DOM WIRE	DOM TPL	DOM USE	INTL WIRE	INTL TPL	INTL USE	APPR	APPR SELF
Charles Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Limits	External Funds Transfer In		External Funds Transfer Out		ACH Debit Batch		ACH Credit Batch		ACH Tax Payment		Domestic Wire		Intl Wire								
Daily Amount Approval	\$		\$		\$		\$		\$		\$		\$								
Transaction Amount Approval	\$		\$		\$		\$		\$		\$		\$								

Click the account link to display the account limits.

**View** Indicates if the secondary user is able to view the account.

**Xfer In** Indicates if the secondary user is able to transfer funds into the account.

**Xfer Out** Indicates if the secondary user is able to transfer funds out of the account.

**Exter In** Indicates if the secondary user is able to create external transfers in.

**Exter Out** Indicates if the secondary user is able to create external transfers out.

**Appr** Indicates if the secondary user is able to approve external transfers for another user that fall under the account limits.

**Appr Self** Indicates if the secondary user is able to approve their own external transfers under the account limits.

<b>View Stmt</b>	Indicates if the secondary user is able to view the accounts statements and notices. <b>NOTES:</b> <ul style="list-style-type: none"><li>• <i>The secondary user would also be able to register or maintain paperless statements.</i></li><li>• <i>This is only available for financial institutions using iCore360.</i></li></ul>
<b>ACH DB</b>	Indicates if the secondary user is able to create and edit ACH debit transactions. <b>NOTE:</b> <i>This check box is not available if the '\$\$ Only' check box is selected.</i>
<b>ACH CR</b>	Indicates if the secondary user is able to create and edit ACH credit transactions. <b>NOTE:</b> <i>This check box is not available if the '\$\$ Only' check box is selected.</i>
<b>\$\$ Only</b>	Indicates if the secondary user is able to edit transaction amounts only for batches.
<b>Part Only</b>	Indicates the secondary user can only use participants that have been previously created. <b>NOTE:</b> <i>The user can not have BOTH '\$\$ Only' and 'Part Only' selected.</i>
<b>Tax Pay</b>	Indicates if the secondary user is able to create tax payments.
<b>Dom Wire</b>	Indicates if the secondary user is able to create domestic wire transfers for the account.
<b>Dom Tmpl</b>	Indicates if the secondary user is able to set up domestic wire transfer templates.
<b>Dom Use</b>	Indicates if the secondary user can only use domestic wire transfer templates that have been previously created.

<b>Intl Wire</b>	Indicates if the secondary user is able to create international wire transfers for the account.
<b>Intl Tmpl</b>	Indicates if the secondary user is able to set up international wire transfer templates.
<b>Intl Use</b>	Indicates if the secondary user can only use international wire transfer templates that have been previously created.
<b>Appr</b>	Indicates if the secondary user is able to approve transactions for another user that fall under the account limits.
<b>Appr Self</b>	Indicates if the secondary user is able to approve their own transactions under the account limits.

### **Account Limits**

<b>Daily Amount</b>	Indicates the daily amount the secondary user can approve or self
<b>Approval</b>	approve for External funds transfer in/out, ACH debit/credit transaction batches, ACH Tax payments, and wire transfers.
<b>Transaction Amount</b>	Indicates the per batch transaction amount the secondary user can
<b>Approval</b>	approve for External funds transfer in/out, ACH debit/credit transaction batches, ACH tax payments, and wire transactions.

#### **NOTES:**

- *Approval rights are based on the Appr and Appr Self check box.*
- *If these fields are left blank and the Appr or Appr Self check box is selected, the user will have infinite approval limits.*

### **Creating a New Secondary User:**

1. On the Secondary Users screen, select *Create New Secondary User*.
2. Enter a user name.

3. Enter a password.
4. Confirm the entered password.
5. Click **Continue**.
6. Select the Secondary User Rights as needed.
7. Select the iCore360 Customer/Account Info Update Options as needed.
8. Select the Cash Management Rights as needed.
9. Check the account rights needed for each account.
10. Click the checking and/or savings account number to enter approval amounts.
11. Click *Save Changes*.
12. The user will then need to login and complete the authentication process designated by your financial institution.

### **Editing a Secondary User:**

1. On the Secondary Users screen, select *Options* for the appropriate customer ID.
2. Click *Edit Secondary User*.
3. Make changes as needed.
4. Click *Save Changes*.

### **Deleting a Secondary User:**

1. On the Secondary Users screen, select *Options* for the appropriate customer ID.
2. Click *Delete Secondary User*.
3. Click **Continue** to delete the secondary user.

**NOTE:** To restore a secondary user that has been deleted, click *Options* → *Restore Secondary User*.

## ACH File Upload Field Definitions

### File Information

<b>Template Name</b>	Customer defined template name.																
<b>File Type</b>	Indicates the type of template. Based on selection, different batch information displays. <i>Options are:</i> <ul style="list-style-type: none"> <li>• Delimited</li> <li>• Fixed Length</li> </ul>																
<b>Text Qualifier</b>	Indicates the type of characters that enclose values within the text file. <i>Options are:</i> <ul style="list-style-type: none"> <li>• None</li> <li>• Double Quote, Ex: "text"</li> <li>• Quote, Ex: 'text'</li> </ul>																
<b>Delimiting Character</b>	Indicates the delimiter used within the ACH file to separate data. <i>This field only displays if Delimited is selected in the File Type field. Options are:</i> <table> <tr> <td>Comma</td> <td>Tilde</td> </tr> <tr> <td>Space</td> <td>Pipe</td> </tr> <tr> <td>Tab</td> <td>Ampersand</td> </tr> <tr> <td>Semicolon</td> <td>At sign</td> </tr> <tr> <td>Colon</td> <td>Pound sign</td> </tr> <tr> <td>Period</td> <td>Percent</td> </tr> <tr> <td>Less than</td> <td>Caret</td> </tr> <tr> <td>Exclamation</td> <td>Asterisk</td> </tr> </table>	Comma	Tilde	Space	Pipe	Tab	Ampersand	Semicolon	At sign	Colon	Pound sign	Period	Percent	Less than	Caret	Exclamation	Asterisk
Comma	Tilde																
Space	Pipe																
Tab	Ampersand																
Semicolon	At sign																
Colon	Pound sign																
Period	Percent																
Less than	Caret																
Exclamation	Asterisk																
<b>Record Length</b>	Length of the row. <i>This field only displays if Fixed Length is selected in the File Type field.</i>																
<b>Number of Header Rows to Exclude</b>	If the file contains header row(s) that need to be removed, indicate the number or rows to exclude.																
<b>Number of Footer Rows to Exclude</b>	If the file contains footer row(s) that need to be removed, indicate the number or rows to exclude.																





**File Total value** Value indicating the file total row.

```
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8,233712,0,0,0,0,0,0,0,0,0,0
2,1038160,0,0,0,0,0,0,0,0,0,0
9,000,0010,00002,000000,140024,22827,80000,000,62136,0000,00000000
```

**Padding record(s) to skip value** Value indicating the padding row.

```
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8,233712,0,0,0,0,0,0,0,0,0,0
2,1038160,0,0,0,0,0,0,0,0,0,0
9,000,0010,00002,000000,140024,22827,80000,000,62136,0000,00000000
```

Image displaying values entered on the File Information section:

File Information	
*TEMPLATE NAME:	D Multi Entry Class
*FILE TYPE:	Delimited <input type="button" value="v"/>
TEXT QUALIFIER:	None <input type="button" value="v"/>
*DELIMITING CHARACTER:	Comma <input type="button" value="v"/>
NUMBER OF HEADER ROWS TO EXCLUDE:	1
NUMBER OF FOOTER ROWS TO EXCLUDE:	1
DOES THE FILE CONTAIN MULTIPLE RECORD TYPES?	Yes <input type="button" value="v"/>
*RECORD TYPE POSITION:	1
FILE HEADER VALUE:	1
*BATCH HEADER VALUE:	5
*TRANSACTION VALUE:	6
ADDENDA VALUE:	7
BATCH TOTAL VALUE:	8
FILE TOTAL VALUE:	2
PADDING RECORD(S) TO SKIP VALUE:	9

## Batch Information

Use the following fields to enter the position the information displays in the file.

**NOTE:** This tab will only display if the field 'Does the file contain multiple record types?' is set to Yes.

### Service Class Code

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Name** Name of the ACH Company.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Discretionary Data** Purpose of the ACH batch.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Identification** ID of the company.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Standard Entry Class Code** Entry class for the batch. Ex: PPD, CCD, etc.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Entry Description** Type of transaction. Ex: Payroll, Tax Payment

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Company Descriptive Date**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Effective Entry Date**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Settlement Date (Julian)** Completed by the bank that receives the ACH file.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Originator Status Code**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Originating DFI Identification**

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

**Batch Number**

Unique number assigned to each batch header record.

5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000

Image displaying the values entered on the Batch Information section:

Batch Information		
Service Class Code	FROM POSITION	2
*Company Name	FROM POSITION	3
Company Discretionary Data	FROM POSITION	0
*Company Identification	FROM POSITION	4
*Standard Entry Class Code	FROM POSITION	5
Company Entry Description	FROM POSITION	6
Company Descriptive Date	FROM POSITION	8
		DATE FORMAT YYMMDD
*Effective Entry Date	FROM POSITION	7
		DATE FORMAT YYMMDD
Settlement Date (Julian)	FROM POSITION	11
Originator Status Code	FROM POSITION	0
Originating DFI Identification (Routing number)	FROM POSITION	9
Batch Number	FROM POSITION	10

## Transaction Information

Use the following fields to enter the position the information displays in the file.

### Transaction Code

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

### Account Type

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

### Checking/Savings

Indicates how the account is recognized in the file. Ex: CK for Checking or SV for Saving displays in a batch indicating the account is a checking or savings account. This field is case sensitive.

### Transaction Type

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

### Credit/Debit

Indicates how the transaction is recognized in the file.

**NOTE:** If the file does not contain an ACH transaction code, the Account type and Transaction type are required fields.

### Receiving DFI Identification

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

### DFI Account Number

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

### Amount

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

### Is decimal implied? (Y/N)

- Yes – No decimal is used. Ex: 7452 (It is implied that the decimal is used)
- No – A decimal displays in the amount field. Ex: 74.52

**Check Serial Number or Identification Number**

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

**Individual Name or Receiving Company Name**

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

**Discretionary Data**

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

**Addenda Indicator**            0 = No Addenda, 1= Addenda is available

**Trace Number**

6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0

**Addenda**

7,051,U,00401,000022890,0,P>~GS HUTCH,RA,6369261035,KS,HUTCH

Image displaying the values entered on the Transaction Information section:

Transaction Information	
*+Transaction Code	FROM POSITION 7
*+Account Type	FROM POSITION 0 CHECKING SAVINGS
*+Transaction Type	FROM POSITION 0 CREDIT DEBIT
*Receiving DFI Identification (Routing number)	FROM POSITION 6
*DFI Account Number	FROM POSITION 2
*Amount	FROM POSITION 3 DECIMAL IMPLIED (Y/N) y
Check Serial Number or Identification Number	FROM POSITION 0
Individual Name or Receiving Company Name	FROM POSITION 5
Discretionary Data	FROM POSITION 8
Addenda Indicator	FROM POSITION 1
Trace Number	FROM POSITION 0
Addenda	FROM POSITION 7

Full image of the Delimited file with multiple ACH entry classes used in the examples above:

```

101 09120708700000Hutch1601191254C094101State Bank of Hutch STATE BANK OF HUTCH 9
5,200,WILLIE'S GRILL,1416005906,CCD,PAYMENT,170310,170331,109120708,0000001,117001,000000000000
6,222919742048,7452,000134170425293,TRUCKIN,101100223,27,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
6,220759005758,235453,000000018429191,SMITH GAS,101100223,27,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
6,320759005757,561543,000136781829193,SUPPLY STORE,101100223,27,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8,804448,0,0,0,0,0,0,0,0,0,0
5,200,WILLIE'S GRILL,1416005906,PPD,PAYROLL,170310,170331,109120708,0000001,117001,000000000000
6,220919040508,79547,000004922010634,CRYSTAL SMITH,101100223,22,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
6,220919019722,67534,000002162125182,SNYDER Smith,101100223,32,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
6,270912070877,86631,0000070841416005906,Carl Smith,101100223,22,0,0,0,0,0
7,051,U,00401,000022890,0,P,>~GS HUTCH,RA,6369261035,KS,HUTCH
8,233712,0,0,0,0,0,0,0,0,0,0
2,1038160,0,0,0,0,0,0,0,0,0,0
9,000,0010,00002,000000,140024,22827,80000,000,62136,0000,00000000

```

## Transaction Codes

### ACH Transaction Codes

- 22 Checking Deposit (Credit)
- 32 Savings Deposit (Credit)
- 27 Checking Withdrawal (Debit)
- 37 Savings Withdrawal (Debit)
- 23 Pre-Note: Checking Deposit (Credit)
- 33 Pre-Note: Savings Deposit (Credit)
- 28 Pre-Note: Checking Withdrawal (Debit)
- 38 Pre-Note: Savings Withdrawal (Debit)