



BUSINESS ONLINE BANKING

ACH Manager

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| ACCESSING ACH MANAGER

After logging onto Business Online Banking, click on **Payments & Transfers**.

Home Accounts **Payments & Transfers** Checks & Deposits Administration

Welcome to D.L. Evans Bank Business Online Banking!

Accounts

Edit Accounts Print

Account Name	Account Number	Available Balance	Recent
1GENERAL ACCOUNT	XXXX3497	\$0.00	Recent ▼
3SUPPLIES ACCOUNT	XXXX3551	-\$49,968.77	Recent ▼
2TESTING SAVINGS ACCOUNT	XXXX9748	\$9.40	Recent ▼
TEST LOAN	XXXXXX2828		Recent ▼

Pay Or Transfer

- Internal Show ▼
- ACH Show ▼
- ACH import Show ▼
- Wire Show ▼
- Bill pay Show ▼

Checks & Deposits

Next, within Payments & Transfers, click on the **ACH** tab.

Home Accounts Payments & Transfers Checks & Deposits Administration

Payments & Transfers

Internal **ACH** Wire Bill Pay

ACH

Activity Templates File import templates Incoming + New payment + New collection + Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jul 05, 2019	Test Payroll	Disapproved	10.00	10.00	Payment	Copy
Aug 12, 2016	Master Payroll File	Saved	0.02	0.02	Payment	Copy Edit Delete
Jul 18, 2016	Sample File	Saved	59,127.80	59,127.80	Payment	Copy Edit Delete

Search activity

Date: All activity

Type: All types

ACTIVITY

The **Activity** tab displays a history of your ACH transfers and provides a search function. Select **More ACH Activity** to retrieve more history results.

View the ACH transfer by clicking on the Description name.

ACH						
Activity	Templates	File import templates	Incoming			
				+ New payment	+ New collection	+ Import file Help
Date	Description	Status	Withdrawal	Deposit	Type	Report
Jul 05, 2019	Test Payroll	Disapproved	10.00	10.00	Payment	Copy
Aug 12, 2016	Master Payroll File	Saved	0.02	0.02	Payment	Copy Edit Delete
Jul 18, 2016	Sample File	Saved	59,127.80	59,127.80	Payment	Copy Edit Delete
May 18, 2016	Master Payroll	Saved	24,698.12	24,698.12	Payment	Copy Edit Delete
May 02, 2016	Testing PreNotes	Saved	0.00	0.00	Payment	Copy Edit Delete
Mar 31, 2016		Saved	0.00	0.00	Payment	Copy Edit Delete
Mar 18, 2016	Master Payroll 12345	Saved	0.02	0.02	Payment	Copy Edit Delete
Sep 14, 2015	Master Test A	Saved	0.00	0.00	Payment	Copy Edit Delete
May 11, 2015	Payroll	Saved	0.10	0.10	Payment	Copy Edit Delete
May 08, 2015	Disney Payroll 5815	Saved	1.50	1.50	Payment	Copy Edit Delete
May 08, 2015	Master Payroll	Saved	1.50	1.50	Payment	Copy Edit Delete
Mar 02, 2015	master payroll	Saved	0.00	0.00	Payment	Copy Edit Delete
Feb 26, 2015	master billinb	Saved	0.00	0.00	Collection	Copy Edit Delete
Feb 26, 2015	master billinb	Saved	0.00	0.00	Collection	Copy Edit Delete
Oct 31, 2014	DAVID PAYROLL	Saved	0.00	0.00	Payment	Copy Edit Delete
Oct 20, 2014	billing 20	Saved	3.50	3.50	Payment	Copy Edit Delete
Oct 10, 2014	Test	Saved	0.10	0.10	Payment	Copy Edit Delete
Oct 10, 2014	Test	Saved	0.10	0.10	Payment	Copy Edit Delete
Sep 29, 2014	ACHMANAGER TRAINING 09262014.ach	Saved	0.50	0.50	Payment	Copy Edit Delete
More ACH activity						

Search activity

Date
All activity

Type
All types

Amount
Example: 40 or 10.00-50.00

Tax identification number
All

Description

Reference number



Priority
All

Status
All

* Indicates required field


Search Clear search

EXPAND AND COLLAPSE TRANSFER DETAILS

You can click  next to any transfer to see additional details about the transfer, such as the Reference Number, Payment Type, Issued by, Issued date, and Item count. Click  to collapse the row.

Continued on Next Page ►

SORT

You can sort the list of transfers by clicking  next to any column heading (for example, Date, Description, Status, Withdrawal, Deposit, or Type) to sort by the respective category.

SEARCH ACTIVITY

Search by defining key search terms such as: Date, Type, Amount, Tax identification number, Description, Reference number, Priority, and Status.

Search activity

Date

All activity

Type

All types

Amount

Example: 40 or 10.00-50.00

Tax identification number

All

Description

Reference number

Priority

All

Status

All

* Indicates required field

Search

Clear search

NEW, COPY, EDIT, AND DELETE TRANSFERS

NEW TRANSFERS

From the main ACH Manager starting page click on **New Payment** or **New Collection** to establish a new ACH Transfer.

The screenshot shows the 'Payments & Transfers' header with tabs for 'Internal', 'ACH', 'Wire', and 'Bill Pay'. The 'ACH' tab is selected. Below the tabs are links for 'Activity', 'Templates', 'File import templates', and 'Incoming'. To the right, there are buttons for '+ New payment' and '+ New collection', both of which are circled in red. Further right are '+ Import file' and 'Help' links. Below these links is a table header with columns: 'Date', 'Description', 'Status', 'Withdrawal', 'Deposit', and 'Type'. A 'Report' button is located to the right of the table header. A search bar labeled 'Search activity' is at the bottom right.

Select the **ACH Type** from the drop-down box. Click **Continue**.

This screenshot shows the same interface as the previous one, but with a 'New payment' modal window open. The modal has a 'Type' dropdown menu with 'Payroll - PPD' selected. Below the dropdown, it says '* Indicates required field'. At the bottom of the modal are 'Continue' and 'Cancel' buttons. The background table is partially visible, showing various ACH transactions with columns for Date, Description, Status, Withdrawal, Deposit, and Type. The right sidebar contains search filters for Date, Type, Amount, Tax identification number, Description, Reference number, Priority, and Status.


Complete the following fields:

- Description
Title the file, such as "Payroll 12/31/2019"

Continued on Next Page ►

New ACH

Description * <input type="text"/>	Tax identification number DONALD DUCK INC.[xxxx4321]
--	--

Effective date * <input type="text"/>  SELECT	<input type="checkbox"/> Same day <input type="checkbox"/> Repeat
--	---

Type Payment (Payroll - PPD)	Total withdrawal \$0.00	Total deposit \$0.00
--	-----------------------------------	--------------------------------


Batch		
Name	Company [xxxxxxxxxx]	Company description <input type="text"/>

- Tax Identification Number

If you have more than one company that you are sending ACH Files for, you will have the option to choose which entity the file is being sent from. Select the appropriate Tax ID for the file you are sending.

New ACH

Description * <input type="text"/>	Tax identification number DONALD DUCK INC.[xxxx4321]
--	--

Effective date * <input type="text"/>  SELECT	<input type="checkbox"/> Same day <input type="checkbox"/> Repeat
---	---

Type Payment (Payroll - PPD)	Total withdrawal \$0.00	Total deposit \$0.00
--	-----------------------------------	--------------------------------

Batch		
Name	Company [xxxxxxxxxx]	Company description <input type="text"/>

- Effective Date

Enter or select the date the file is to settle.

New ACH

Description * <input type="text"/>	Tax identification number DONALD DUCK INC.[xxxx4321]
--	--

Effective date * <input type="text"/>  SELECT	<input type="checkbox"/> Same day <input type="checkbox"/> Repeat
--	---

Type Payment (Payroll - PPD)	Total withdrawal \$0.00	Total deposit \$0.00
--	-----------------------------------	--------------------------------

Batch		
Name	Company [xxxxxxxxxx]	Company description <input type="text"/>

- Same Day

Select this box if you would like the file to be sent same-day. Same day ACH files are subject to additional fees and must be processed by 9:00 AM.

New ACH		
Description *	Tax identification number	
<input type="text"/>	DONALD DUCK INC. [xxxxx4321]	
Effective date *		
<input type="text"/> <small>SELECT</small>	<input checked="" type="checkbox"/> Same day	<input type="checkbox"/> Repeat
Type	Total withdrawal	Total deposit
Payment (Payroll - PPD)	\$0.00	\$0.00
Batch		
Name	Company	Company description
	[xxxxxxxx]	<input type="text"/>

- Repeat

Select this box to indicate if this is a recurring file by selecting the applicable frequency from the drop-down box. Enter an end date or leave blank if you would like it to recur until you manually end it.

New ACH		
Description *	Tax identification number	
<input type="text"/>	DONALD DUCK INC. [xxxxx4321]	
Effective date *		
<input type="text"/> <small>SELECT</small>	<input type="checkbox"/> Same day	<input checked="" type="checkbox"/> Repeat
Type	Total withdrawal	Total deposit
Payment (Payroll - PPD)	\$0.00	\$0.00
Batch		
Name	Company	Company description
	[xxxxxxxx]	<input type="text"/>

- Company description

Enter a description of the file such as "ABC Company Payroll" or "ABC Company June Billing"

New ACH		
Description *	Tax identification number	
<input type="text"/>	DONALD DUCK INC. [xxxxx4321]	
Effective date *		
<input type="text"/> <small>SELECT</small>	<input type="checkbox"/> Same day	<input type="checkbox"/> Repeat
Type	Total withdrawal	Total deposit
Payment (Payroll - PPD)	\$0.00	\$0.00
Batch		
Name	Company	Company description
	[xxxxxxxx]	<input type="text"/>

- Pay From

Select the account you would like to debit or credit for the file then in the next field enter the total amount of the file. This section is titled "Pay To" in collection files.

Pay from

Show Details

Show Filter

Total batch withdrawal (0 items) \$0.00

Pay all

Pay/Hold	Account	Amount
<div>Pay</div>	<div>Select an account</div>	<div></div>

+ Add another pay from

- Pay To

Enter the information of the persons or entities you are crediting or debiting. Select "Add another pay to" if you need additional rows. This section is titled "Pay From" in collection files.

By default, all rows are set to "Pay All". You can hold all rows by clicking on the "Pay All" box which then changes to "Hold All", or you can hold individual rows by clicking on the "Pay" box next to that row.

Pay all

Hold all

Pay

Hold

If this is a Prenote file, you can select the "Prenote None" box to change it to "Prenote All" or you can select the Prenote box for individual rows.

Prenote all

Prenote none

Yes

No

Pay to

Show Details

Show Filter

Total batch deposit (0 items) \$0.00

Pay all

Prenote none

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Prenote
<div>Pay</div>					Select a type		No
<div>Pay</div>					Select a type		No
<div>Pay</div>					Select a type		No
<div>Pay</div>					Select a type		No
<div>Pay</div>					Select a type		No

+ Add another pay to

Once the fields are completed and you are ready to process the ACH file, click **Complete ACH**. You will then be prompted to complete a Security Challenge. If you are not ready to send the ACH file, click **Save for later**. You can edit or send the file later by going to the Activity tab and click on **Edit**.

Continued on Next Page ▶

Security Challenge


Complete the Security Challenge by entering the one-time password from your hard token or by scanning the digital signature with the DIGIPASS soft token app.

Security challenge

A digital signature security challenge is required to complete this transaction.

Digital signature instructions Show ▾

Device nickname: BOLACHWIRE



RT number: 124103582

Amount: 0.07

Account number: [REDACTED]

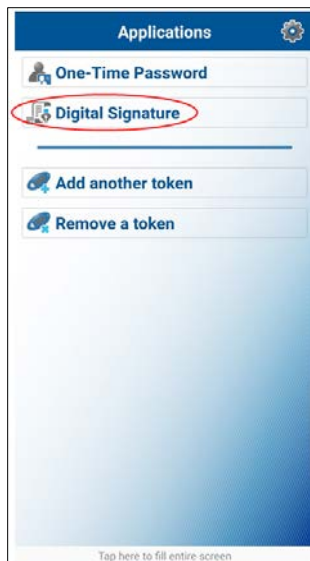
Digital signature *

* Indicates required field

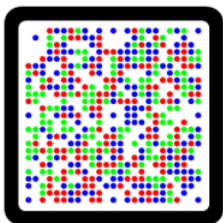
Complete challenge Cancel

[Can't scan the image?](#)

- Open the DIGIPASS app and select **Digital Signature**.

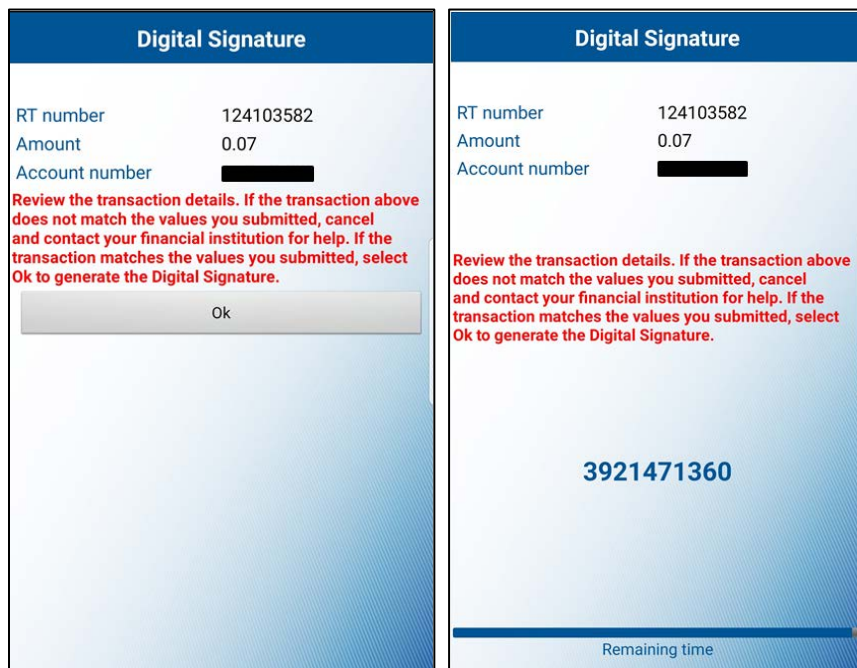


- Scan the CRONTO image displayed on the screen.



Continued on Next Page ►

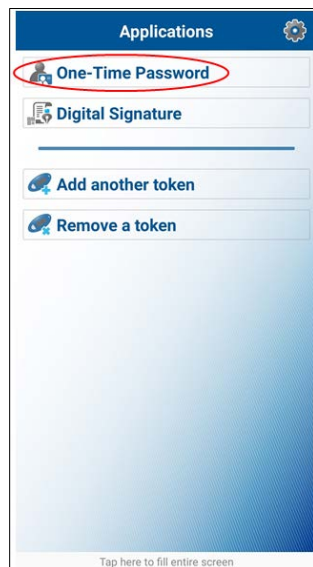
- Enter the 10-digit **Digital Signature** displayed in the app.



- Select **Complete challenge**.

If you are unable to scan the image, select the “**Can’t scan the image?**” link to provide a one-time password instead.

- To enter a one-time password, go back to the home screen of the DIGIPASS app and select **One-Time Password** and enter the one-time password displayed on your device.



- Select **Complete challenge**.

IMPORTANT: After successfully completing your ACH, please send an email to dleach@dlevans.com that includes the following: name of the entity, dollar amount of the file, and effective date.
For example: File for ABC Inc. settles 01/01/19 in the amount of \$1,552.36.

COPY TRANSFERS

If you have an existing transfer that you would like to reuse, find the transfer under Activity and then click on **Copy**. The system then displays an edit page for the transfer that you copied. You can then rename the transfer and make any other changes, such as updating the amount(s) credited/debited, as needed. The system retains the original transfer and the newly copied transfer.

Activity	Templates	File import templates	Incoming	+ New payment		
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report
Jul 17, 2019	ACH MANAGER FILE.txt	Saved	0.50	0.50	Payment	Copy Edit Delete

EDIT TRANSFERS

You can edit a transfer that has not yet been processed. From the Activity tab, click on **Edit** and make any changes as necessary. When finished, click **Complete ACH** and enter the one-time password from your token to process the file, or click **Save for later** if you are not ready to process it.

Activity	Templates	File import templates	Incoming	+ New payment		
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report
Jul 17, 2019	ACH MANAGER FILE.txt	Saved	0.50	0.50	Payment	Copy Edit Delete

DELETE TRANSFERS

From the Activity tab, click **Delete** on the file you wish to delete. Then from the transfer overview page click **Delete ACH** and the system completes the deletion process.

- If you click **Delete** on a recurring ACH file, the Delete recurring file page will display. From this page you can choose to delete a single occurrence or all future recurring transfers from the **Deletion type** drop-down list.

Activity	Templates	File import templates	Incoming	+ New payment		
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report
Jul 17, 2019	ACH MANAGER FILE.txt	Saved	0.50	0.50	Payment	Copy Edit Delete

IMPORTING AN ACH FILE

From the main ACH Manager starting page click on **Import File**.

The screenshot shows the ACH Manager interface. At the top, there are tabs for Activity, Templates, File import templates, and Incoming. To the right, there are links for '+ New payment', '+ New collection', and '+ Import file' (which is circled in red), along with a 'Help' link. Below the tabs is a table with columns: Date, Description, Status, Withdrawal, Deposit, Type, and a 'Report' button. The table contains two rows of data. To the right of the table is a 'Search activity' section with a 'Date' dropdown menu set to 'All activity'.

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jul 25, 2019	Wendy Testing ACH	Saved	0.25	0.25	Payment	Copy Edit Delete
Jul 17, 2019	ACH MANAGER FILE.txt	Saved	0.50	0.50	Payment	Copy Edit Delete

NON-NACHA

After creating a file through Excel you must save the file as a Text (Tab-Delimited) format (.txt). When ready to import, choose non-NACHA as your Import type and then select **Choose File** and upload the file that you saved. If importing for the first time, leave Template as "create new template"; otherwise, select the template that is applicable for the file you are importing. Select the **Type** of ACH you will be sending, such as *Payroll-PPD*, *Company-CCD*, etc. Click **Continue**.

NOTE: If the user who created the template is deleted, the file will no longer be valid to process with. It will then need to be recreated by another user.

The screenshot shows the 'Import file' screen. It has a header with 'ACH' and tabs for Activity, Templates, File import templates, and Incoming. There are 'Print' and 'Help' links. The main section is titled 'Import file' and contains the following fields: 'Import type' with radio buttons for 'NACHA' and 'Non-NACHA' (selected); 'File location' with a 'Choose File' button and the text 'Test ACH file.txt'; 'Template' with a dropdown menu showing 'Create new template'; and 'Type' with a dropdown menu showing 'Payroll - PPD'. At the bottom are 'Continue' and 'Cancel' buttons.

Import file screen (if Template selection is "create new template"):

- Template Name

The screenshot shows the 'New file import template' screen. It has a header with 'Import file'. The main section is titled 'New file import template' and contains the following fields: 'Template name' (highlighted with a red box), 'Tax identification number' (DONALD DUCK INC. [xxxxx4321]), 'Template group' (dropdown menu showing 'Master Payroll' with a '+ New' link), 'Type' (Payment (Payroll - PPD)), and 'Insert decimals into amounts' (radio buttons for 'Yes' and 'No' with 'No' selected).

Continued on Next Page ►

- Tax identification number
Select entity, if applicable.

Import file

New file import template

Template name *

Tax identification number
DONALD DUCK INC.[xxxxx4321]

Template group
Master Payroll + New

Type
Payment (Payroll - PPD)

Insert decimals into amounts
☐ Yes ☒ No

- Template group
Select template group or create new.

Import file

New file import template

Template name *

Tax identification number
DONALD DUCK INC.[xxxxx4321]

Template group
Master Payroll + New

Type
Payment (Payroll - PPD)

Insert decimals into amounts
☐ Yes ☒ No

- Type
Selected from previous screen

Import file

New file import template

Template name *

Tax identification number
DONALD DUCK INC.[xxxxx4321]

Template group
Master Payroll + New

Type
Payment (Payroll - PPD)

Insert decimals into amounts
☐ Yes ☒ No

- Insert decimals into amounts
Leave as No.

Import file

New file import template

Template name *

Tax identification number
DONALD DUCK INC.[xxxxx4321]

Template group
Master Payroll + New

Type
Payment (Payroll - PPD)

Insert decimals into amounts
☐ Yes ☒ No

Continued on Next Page ►

- File format
Delimited

File format <input checked="" type="radio"/> Delimited <input type="radio"/> Fixed width <input type="radio"/> Tab <input type="radio"/> Semicolon <input type="radio"/> Comma <input type="radio"/> Space <input type="radio"/> Other <input type="checkbox"/> Text qualifier None ▼	Number of rows to exclude <table> <tr> <th>Header</th> <th>Footer</th> </tr> <tr> <td>1</td> <td>0</td> </tr> </table>	Header	Footer	1	0
Header	Footer				
1	0				

- Number of rows to exclude, header and footer
Enter the appropriate # to remove information unnecessary to the file such as header names.

File format <input checked="" type="radio"/> Delimited <input type="radio"/> Fixed width <input type="radio"/> Tab <input type="radio"/> Semicolon <input type="radio"/> Comma <input type="radio"/> Space <input type="radio"/> Other <input type="checkbox"/> Text qualifier None ▼	Number of rows to exclude <table> <tr> <th>Header</th> <th>Footer</th> </tr> <tr> <td>1</td> <td>0</td> </tr> </table>	Header	Footer	1	0
Header	Footer				
1	0				

- Select the **Tab** box (directly below where “delimited” was selected from above)

File format <input type="radio"/> Delimited <input type="radio"/> Fixed width <input checked="" type="radio"/> Tab <input type="radio"/> Semicolon <input type="radio"/> Comma <input type="radio"/> Space <input type="radio"/> Other <input type="checkbox"/> Text qualifier None ▼	Number of rows to exclude <table> <tr> <th>Header</th> <th>Footer</th> </tr> <tr> <td>1</td> <td>0</td> </tr> </table>	Header	Footer	1	0
Header	Footer				
1	0				

- Text qualifier
None

File format <input type="radio"/> Delimited <input type="radio"/> Fixed width <input type="radio"/> Tab <input type="radio"/> Semicolon <input type="radio"/> Comma <input type="radio"/> Space <input type="radio"/> Other <input type="checkbox"/> Text qualifier None ▼	Number of rows to exclude <table> <tr> <th>Header</th> <th>Footer</th> </tr> <tr> <td>1</td> <td>0</td> </tr> </table>	Header	Footer	1	0
Header	Footer				
1	0				

- File preview

Displays a preview of the file you uploaded for reference

File preview
 (Showing rows from beginning and end of file)

Name	Identification	Account Number	Account Type	Routing Number	Amount
Donald Duck	1299	919123456	22	124103582	0.01

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Name *	Identification	Account number *	Transaction code	Routing transit *	Amount *

Mapping preview

Name	Identification	Account number	Transaction code	Routing transit	Amount
Donald Duck	1299	919123456	22	124103582	0.01

- Columns

Define as applicable

File preview
 (Showing rows from beginning and end of file)

Name	Identification	Account Number	Account Type	Routing Number	Amount
Donald Duck	1299	919123456	22	124103582	0.01

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Name *	Identification	Account number *	Transaction code	Routing transit *	Amount *

Mapping preview

Name	Identification	Account number	Transaction code	Routing transit	Amount
Donald Duck	1299	919123456	22	124103582	0.01

- Mapping Preview

Labels the columns according to how you select them in the column drop-downs to help you verify that it matches the file.

File preview
 (Showing rows from beginning and end of file)

Name	Identification	Account Number	Account Type	Routing Number	Amount
Donald Duck	1299	919123456	22	124103582	0.01

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Name *	Identification	Account number *	Transaction code	Routing transit *	Amount *

Mapping preview

Name	Identification	Account number	Transaction code	Routing transit	Amount
Donald Duck	1299	919123456	22	124103582	0.01

- Apply additional values

Define as applicable.

Apply additional values

Type	Value
(None)	

+ Add value

Continued on Next Page ▶

- Offset account options

Define as applicable. If the offset account is not in your file then select "Select offset account" and choose from the drop-down.

Offset account options

☐ Offset account defined in file
 ☒ Select offset account

1GENERAL ACCOUNT ▼

- Effective date options

Define as applicable. If the effective date is not in your file then select "Prompt for date".

Effective date options

☐ Date in file
 ☒ Prompt for date
 ☐ Default current business date

- User Access

Select whether you would like this file to be accessible by all current and future users that have ACH Manager Access or only the users that you select.

User access

☐ All current and future users
 ☒ Specific users

☐ DAFFY DUCK
 ☒ BUSINESS ONLINE 6.0
 ☒ CASH MANAGEMENT 2

When finished, click **Continue**. On the next screen, enter the effective date and click **Continue**. It will then bring you to a File summary page. Click **Review ACH** if you would like to edit or review the details of the file. When you are ready to process the file, click **Complete ACH**. You will then be prompted to complete a Security Challenge.

Continued on Next Page ►

Security Challenge


Complete the Security Challenge by entering the one-time password from your hard token or by scanning the digital signature with the DIGIPASS soft token app.

Security challenge

A digital signature security challenge is required to complete this transaction.

Digital signature instructions Show ▼

Device nickname: BOLACHWIRE



RT number: 124103582

Amount: 0.07

Account number: [REDACTED]

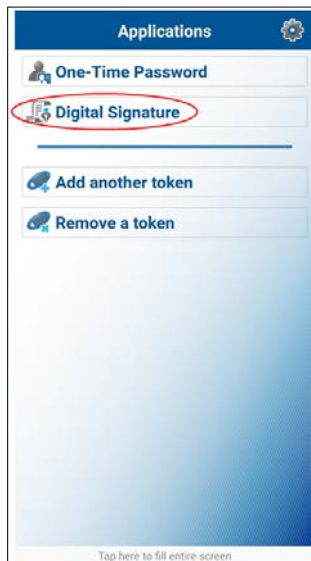
Digital signature *

* Indicates required field

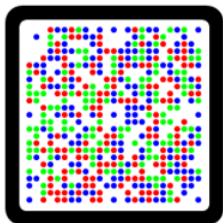
[Complete challenge](#) [Cancel](#)

[Can't scan the image?](#)

- Open the DIGIPASS app and select **Digital Signature**.

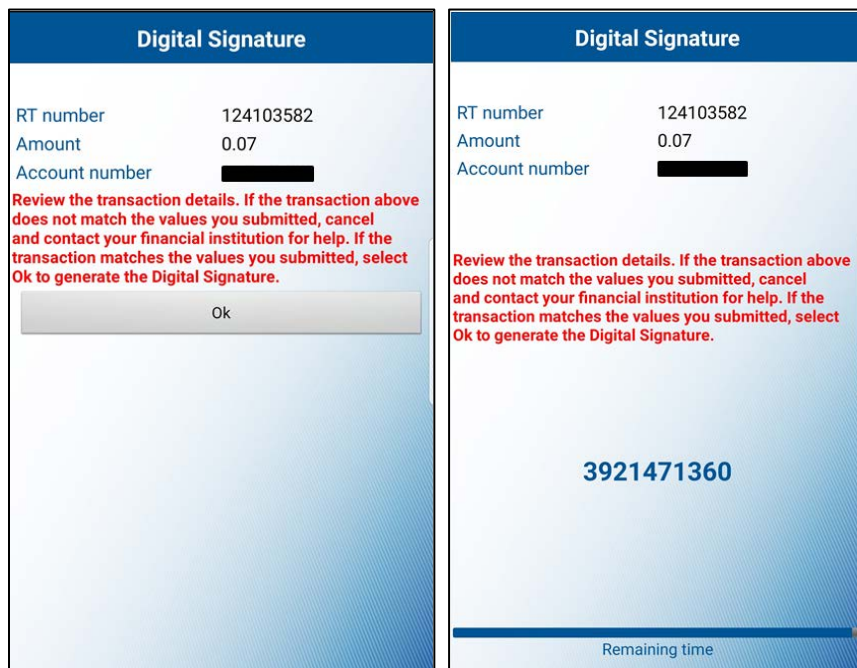


- Scan the CRONTO image displayed on the screen.



Continued on Next Page ►

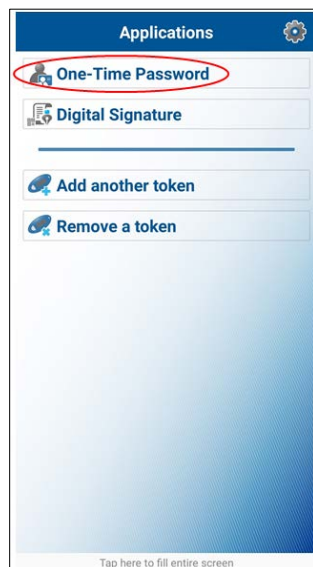
- Enter the 10-digit **Digital Signature** displayed in the app.



- Select **Complete challenge**.

If you are unable to scan the image, select the “**Can’t scan the image?**” link to provide a one-time password instead.

- To enter a one-time password, go back to the home screen of the DIGIPASS app and select **One-Time Password** and enter the one-time password displayed on your device.



- Select **Complete challenge**.

IMPORTANT: After successfully completing your ACH, please send an email to dleach@dlevans.com that includes the following: name of the entity, dollar amount of the file, and effective date.

For example: File for ABC Inc. settles 01/01/19 in the amount of \$1,552.36.

NACHA

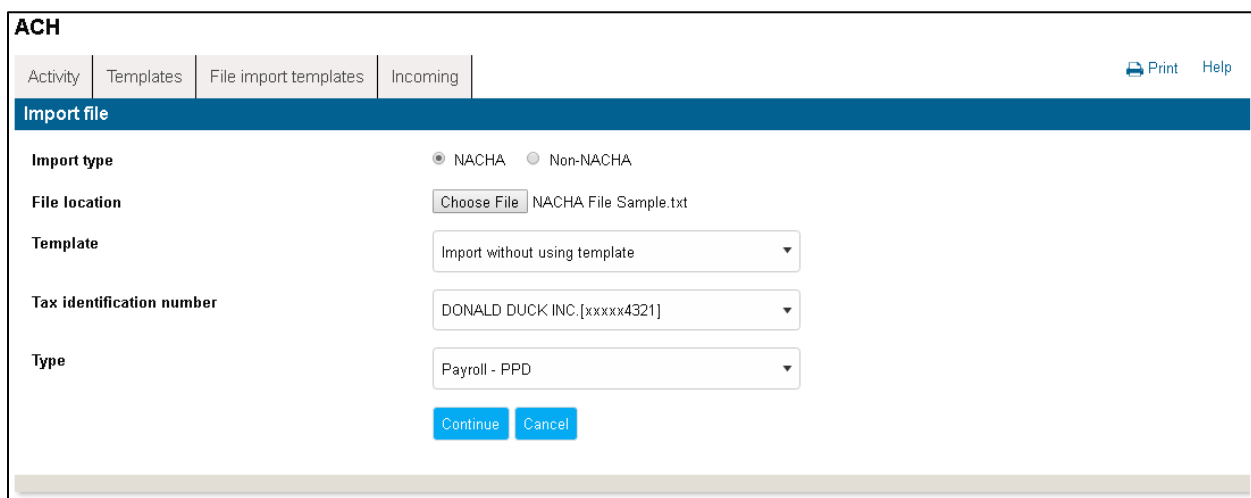
From the main ACH Manager starting page click on **Import File**.



The screenshot shows the ACH Manager interface. At the top, there are tabs for 'Activity', 'Templates', 'File import templates', and 'Incoming'. To the right, there are links for '+ New payment', '+ New collection', and '+ Import file' (which is circled in red), followed by a 'Help' link. Below the tabs is a table with columns: Date, Description, Status, Withdrawal, Deposit, Type, and a 'Report' button. The table contains two rows of data. To the right of the table is a 'Search activity' section with a 'Date' dropdown menu set to 'All activity'.

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jul 25, 2019	Wendy Testing ACH	Saved	0.25	0.25	Payment	Copy Edit Delete
Jul 17, 2019	ACH MANAGER FILE.txt	Saved	0.50	0.50	Payment	Copy Edit Delete

Choose NACHA as your Import type then select **Choose File** and upload the file that you saved. Leave the **Template** drop-down box as Import without using template. Select the appropriate **Tax identification number** from the drop-down box. Next, select the **Type** of the ACH file.



The screenshot shows the 'Import file' form. It has a header with 'ACH' and tabs for 'Activity', 'Templates', 'File import templates', and 'Incoming'. There are 'Print' and 'Help' links. The form is titled 'Import file' and contains the following fields:

- Import type:** Radio buttons for 'NACHA' (selected) and 'Non-NACHA'.
- File location:** A 'Choose File' button and the text 'NACHA File Sample.txt'.
- Template:** A dropdown menu with 'Import without using template' selected.
- Tax identification number:** A dropdown menu with 'DONALD DUCK INC. [xxxxxx4321]' selected.
- Type:** A dropdown menu with 'Payroll - PPD' selected.

At the bottom of the form are 'Continue' and 'Cancel' buttons.

Click **Continue**.

Continued on Next Page ►

An overview page will display with the file total, effective date, etc. If there are any errors you will be required to correct the errors by clicking on **Edit** next to the error or by clicking on **Review ACH** before you can complete it.

Import file - [REDACTED]LEvans - Jun-26-2019 20_13_49 (1) (2).ACH

File summary

File withdrawal total	\$0.00
Number of withdrawals	0
File deposit total	\$200.00
Number of deposits	1
Reference number	bae45b1840

Batch summary (1)

Hide ▲

Batch Identification	1		
Effective date	07/01/2019	Edit	Invalid effective date
Total withdrawal	\$0.00		
Number of withdrawals	0		
Total deposit	\$200.00		
Number of deposits	1		

When you are ready to process the file, click **Complete ACH**. You will then be prompted to complete a Security Challenge.

Security Challenge

Complete the Security Challenge by entering the one-time password from your hard token or by scanning the digital signature with the DIGIPASS soft token app.

Security challenge


A digital signature security challenge is required to complete this transaction.

Digital signature instructions

Show ▼

Device nickname

BOLACHWIRE



RT number

124103582

Amount

0.07

Account number

[REDACTED]

Digital signature *

* Indicates required field

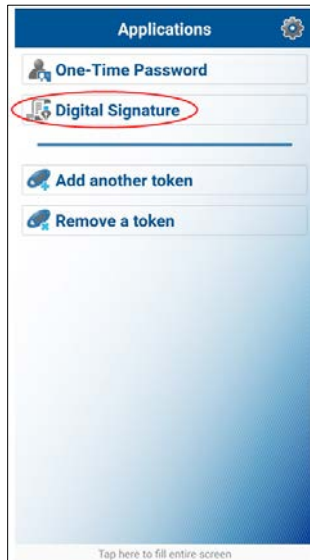
Complete challenge

Cancel

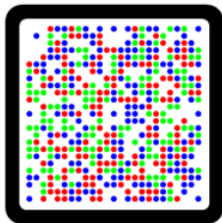
Can't scan the image?

Continued on Next Page ►

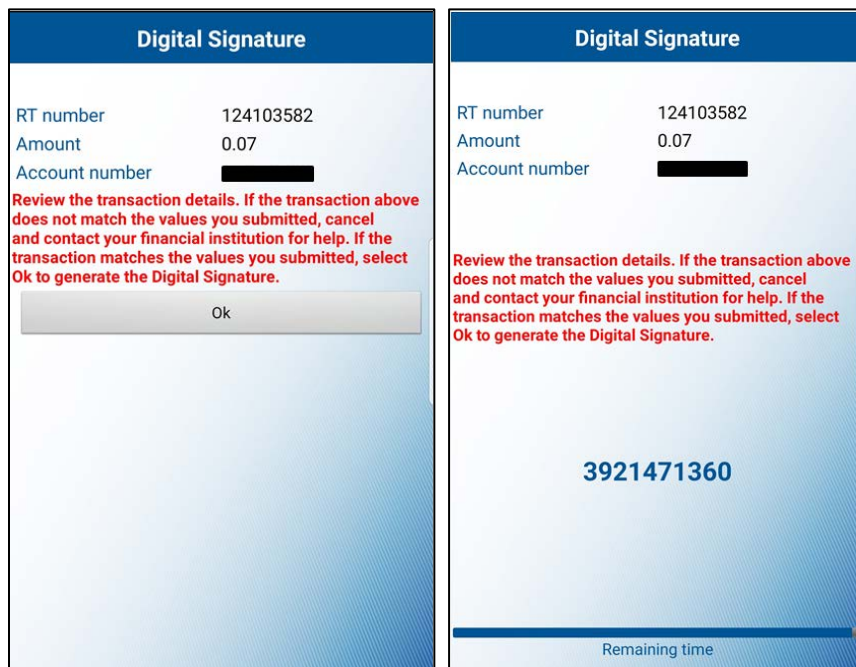
- Open the DIGIPASS app and select **Digital Signature**.



- Scan the CRONTO image displayed on the screen.



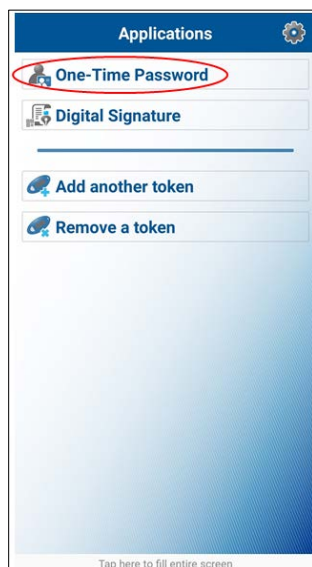
- Enter the 10-digit **Digital Signature** displayed in the app.



- Select **Complete challenge**.

Continued on Next Page ►

If you are unable to scan the image, select the “**Can’t scan the image?**” link to provide a one-time password instead. - To enter a one-time password, go back to the home screen of the DIGIPASS app and select **One-Time Password** and enter the one-time password displayed on your device.




- Select **Complete challenge**.

IMPORTANT: After successfully completing your ACH, please send an email to dleach@dlevans.com that includes the following: name of the entity, dollar amount of the file, and effective date.

For example: File for ABC Inc. settles 01/01/19 in the amount of \$1,552.36.

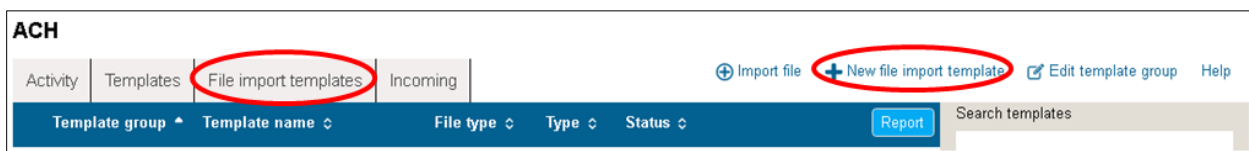
FILE IMPORT TEMPLATES

The **File import templates** tab allows you to quickly access your import templates. You can click  to view the Company name, Payment/Collection type, Created by, and Approved by information for a specific import template. You can click on the Template Name hyperlink to inquire on the import template.

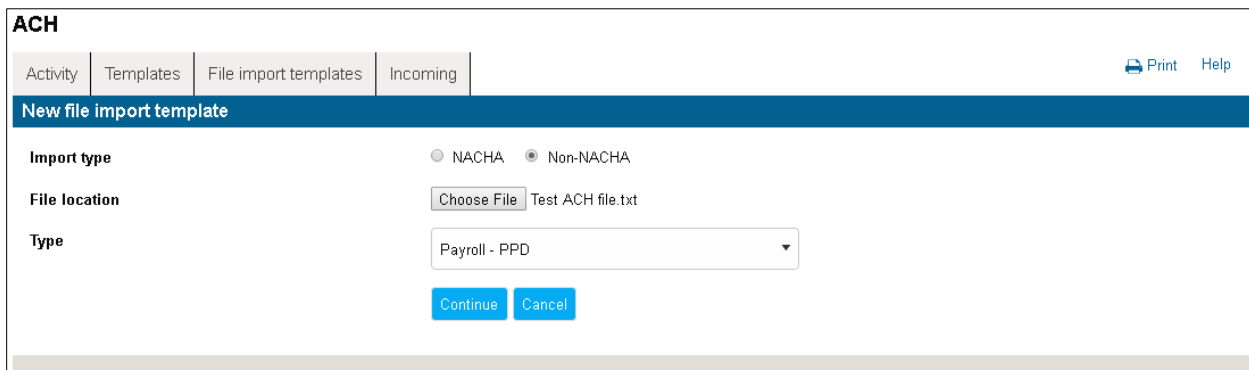
► New File Import Template

NOTE: If the user who created the template is deleted, the file will no longer be valid to process with. It will then need to be recreated by another user.

First, you will need to create your file through Excel and save it as a Text (Tab-Delimited) format (.txt.) file. Next, from the **File import templates** screen, click on **New file import template**.

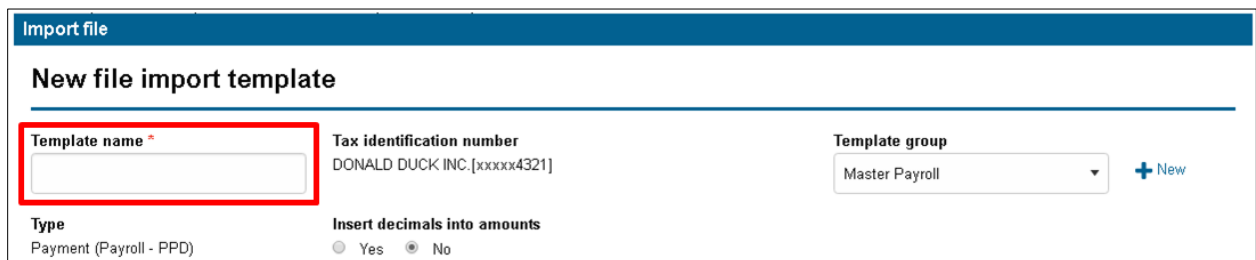


Select **Non-NACHA**. Click **Choose File** and select your saved file. Select the **Type** of ACH. Click **Continue**.



Complete the following fields on the next screen:

- Template Name



Continued on Next Page ►

- Tax identification number
Select entity, if applicable.

Import file

New file import template

Template name *

Tax identification number
DONALD DUCK INC. [xxxxxx4321]

Template group
Master Payroll + New

Type
Payment (Payroll - PPD)

Insert decimals into amounts
☐ Yes ☒ No

- Template group
Select template group or create new.

Import file

New file import template

Template name *

Tax identification number
DONALD DUCK INC. [xxxxxx4321]

Template group
Master Payroll + New

Type
Payment (Payroll - PPD)

Insert decimals into amounts
☐ Yes ☒ No

- Type
Selected from previous screen

Import file

New file import template

Template name *

Tax identification number
DONALD DUCK INC. [xxxxxx4321]

Template group
Master Payroll + New

Type
Payment (Payroll - PPD)

Insert decimals into amounts
☐ Yes ☒ No

- Insert decimals into amounts
Leave as No.

Import file

New file import template

Template name *

Tax identification number
DONALD DUCK INC. [xxxxxx4321]

Template group
Master Payroll + New

Type
Payment (Payroll - PPD)

Insert decimals into amounts
☐ Yes ☒ No

Continued on Next Page ►

- File format
Delimited

The screenshot shows the 'File format' section of a configuration interface. The 'Delimited' radio button is selected and highlighted with a red rectangle. Below it, there are radio buttons for 'Tab', 'Semicolon', 'Comma', 'Space', and 'Other'. A 'Text qualifier' dropdown menu is set to 'None'. To the right, the 'Number of rows to exclude' section has input fields for 'Header' (value 1) and 'Footer' (value 0).

- Number of rows to exclude, header and footer
Enter the appropriate # to remove information unnecessary to the file such as header names.

The screenshot shows the 'Number of rows to exclude' section of the configuration interface, which is highlighted with a red rectangle. It contains input fields for 'Header' (value 1) and 'Footer' (value 0). The 'File format' section on the left shows 'Delimited' selected.

- Select the **Tab** box (directly below where "delimited" was selected from above)

The screenshot shows the 'File format' section of the configuration interface. The 'Tab' radio button is selected and highlighted with a red rectangle. The 'Text qualifier' dropdown menu is set to 'None'. To the right, the 'Number of rows to exclude' section has input fields for 'Header' (value 1) and 'Footer' (value 0).

- Text qualifier
None

The screenshot shows the 'Text qualifier' section of the configuration interface. The 'Text qualifier' dropdown menu is set to 'None' and is highlighted with a red rectangle. The 'File format' section on the left shows 'Tab' selected. To the right, the 'Number of rows to exclude' section has input fields for 'Header' (value 1) and 'Footer' (value 0).

Continued on Next Page ►

- File preview

Displays a preview of the file you uploaded for reference

File preview					
(Showing rows from beginning and end of file)					
Name	Identification	Account Number	Account Type	Routing Number	Amount
Donald Duck	1299	919123456	22	124103582	0.01

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Name *	Identification	Account number *	Transaction code	Routing transit *	Amount *

Mapping preview					
Name	Identification	Account number	Transaction code	Routing transit	Amount
Donald Duck	1299	919123456	22	124103582	0.01

- Columns

Define as applicable

File preview					
(Showing rows from beginning and end of file)					
Name	Identification	Account Number	Account Type	Routing Number	Amount
Donald Duck	1299	919123456	22	124103582	0.01

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Name *	Identification	Account number *	Transaction code	Routing transit *	Amount *

Mapping preview					
Name	Identification	Account number	Transaction code	Routing transit	Amount
Donald Duck	1299	919123456	22	124103582	0.01

- Mapping Preview

Labels the columns according to how you select them in the column drop-downs to help you verify that it matches the file.

File preview					
(Showing rows from beginning and end of file)					
Name	Identification	Account Number	Account Type	Routing Number	Amount
Donald Duck	1299	919123456	22	124103582	0.01

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Name *	Identification	Account number *	Transaction code	Routing transit *	Amount *

Mapping preview					
Name	Identification	Account number	Transaction code	Routing transit	Amount
Donald Duck	1299	919123456	22	124103582	0.01

- Apply additional values

Define as applicable.

Apply additional values	
Type	Value
(None)	
+ Add value	

Continued on Next Page ▶

- Offset account options

Define as applicable. If the offset account is not in your file then select "Select offset account" and choose from the drop-down.

Offset account options

☐ Offset account defined in file
 ☒ Select offset account

1GENERAL ACCOUNT ▼

- Effective date options

Define as applicable. If the effective date is not in your file then select "Prompt for date".

Effective date options

☐ Date in file
 ☒ Prompt for date
 ☐ Default current business date

- User Access

Select whether you would like this file to be accessible by all current and future users that have ACH Manager access or only the users that you select.

User access

☐ All current and future users
 ☒ Specific users

<input type="checkbox"/> DAFFY DUCK	<input checked="" type="checkbox"/> BUSINESS ONLINE 6.0	<input checked="" type="checkbox"/> CASH MANAGEMENT 2
-------------------------------------	---	---

When the above fields are completed, click **Continue**. An import summary page will display. Enter an Effective Date and click **Continue**. A file summary will display. Click on **Review ACH** then at the bottom of the ACH file page, click **Save for later**. A message saying, "filename.txt was saved successfully" will display. Click on **Return to File import templates**.

► Send

From the **File import templates** tab, click on **Send** for the template you wish to use. You will then be brought to the Import file screen.

For Non-NACHA files, click **Choose File** and upload the file. Click **Continue**. An overview page will display. Select an Effective Date and click **Continue**. A file summary will display.

After following the steps above for NACHA or Non-NACHA files and you are ready to process the file, click **Complete ACH**. You will then be prompted to complete a Security Challenge.

Continued on Next Page ►

Security Challenge


Complete the Security Challenge by entering the one-time password from your hard token or by scanning the digital signature with the DIGIPASS soft token app.

Security challenge

A digital signature security challenge is required to complete this transaction.

Digital signature instructions Show ▾

Device nickname: BOLACHWIRE



RT number: 124103582

Amount: 0.07

Account number: [REDACTED]

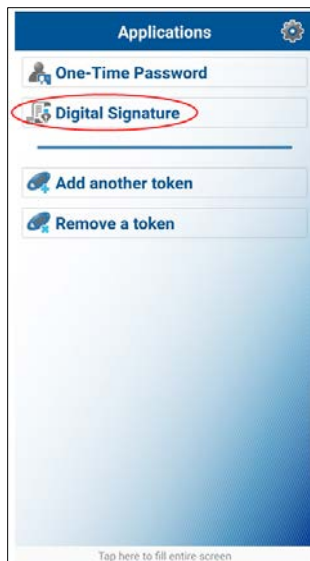
Digital signature *

* Indicates required field

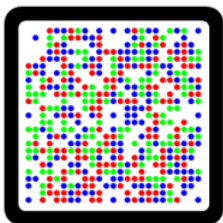
Complete challenge Cancel

[Can't scan the image?](#)

- Open the DIGIPASS app and select **Digital Signature**.

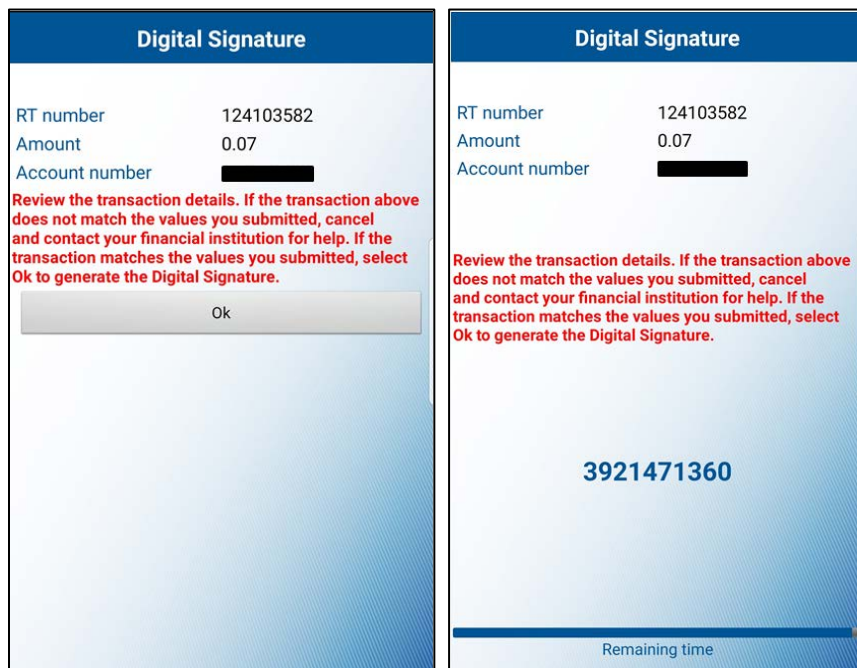


- Scan the CRONTO image displayed on the screen.



Continued on Next Page ►

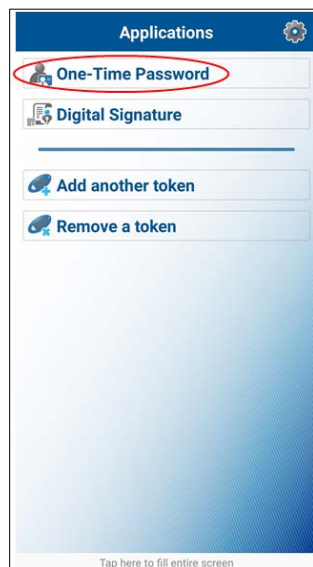
- Enter the 10-digit **Digital Signature** displayed in the app.



- Select **Complete challenge**.

If you are unable to scan the image, select the “**Can’t scan the image?**” link to provide a one-time password instead.

- To enter a one-time password, go back to the home screen of the DIGIPASS app and select **One-Time Password** and enter the one-time password displayed on your device.



- Select **Complete challenge**.

IMPORTANT: After successfully completing your ACH, please send an email to dleach@dlevans.com that includes the following: name of the entity, dollar amount of the file, and effective date.
For example: File for ABC Inc. settles 01/01/19 in the amount of \$1,552.36.

► **Edit**

Click **Edit** from the main File import template list to make changes to the file import template.

► **Delete**

Click **Delete** from the main File import template list followed by **Delete template** to delete a template you no longer need.

| REVIEW TRANSFERS

ACH files that are pending review are on the **Home** page under **Payments & Transfers**.

Payments & Transfers

Review (0)

Hide ▲

Wire

☐

Description

Reason

Amount

There are no transfers requiring review.

ACH

☐

Description

Reason

Amount

☒

State Tax Payment

Review Required

See details

APPROVE

DISAPPROVE

To see the details of the transfer prior to approving it, you can click on the **Description name** of the transfer. The page will expand to display the details.

Approve or disapprove the file(s) by selecting either the individual check boxes next to the name of the specific file or by checking the box next to the **Description** column at the top then clicking **Approve** or **Disapprove**.

When you are ready to process the file, click **Complete ACH**. You will then be prompted to complete a Security Challenge.

Continued on Next Page ►

Security Challenge


Complete the Security Challenge by entering the one-time password from your hard token or by scanning the digital signature with the DIGIPASS soft token app.

Security challenge

A digital signature security challenge is required to complete this transaction.

Digital signature instructions Show ▾

Device nickname: BOLACHWIRE



RT number: 124103582

Amount: 0.07

Account number: [REDACTED]

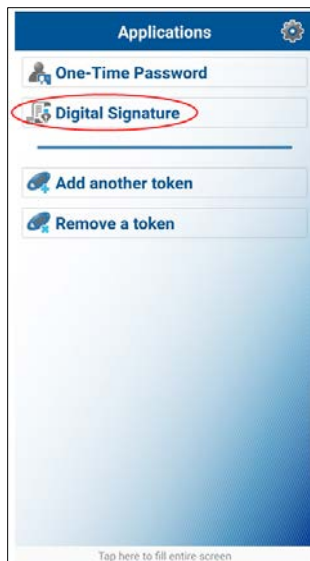
Digital signature *

* Indicates required field

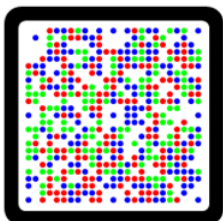
Complete challenge Cancel

[Can't scan the image?](#)

- Open the DIGIPASS app and select **Digital Signature**.

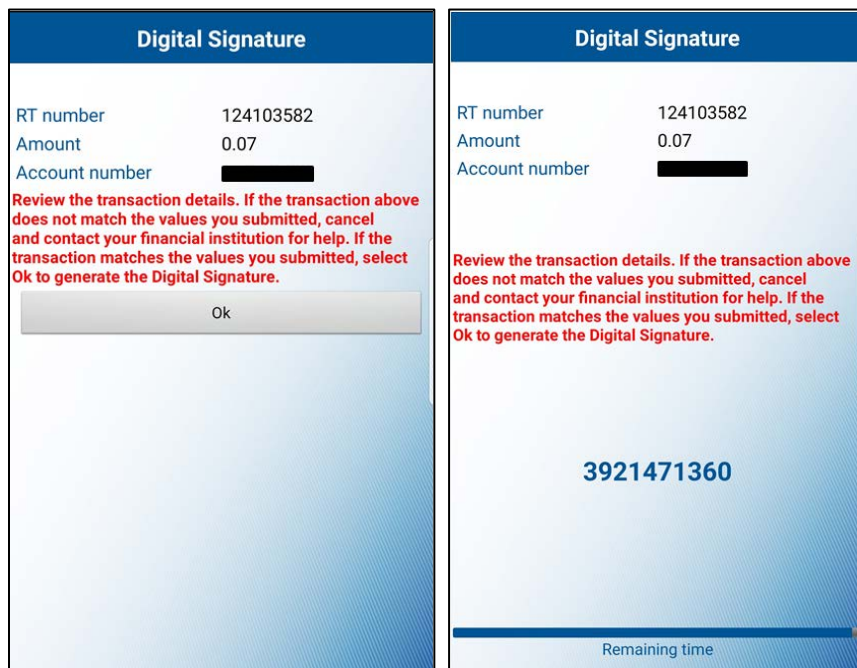


- Scan the CRONTO image displayed on the screen.



Continued on Next Page ►

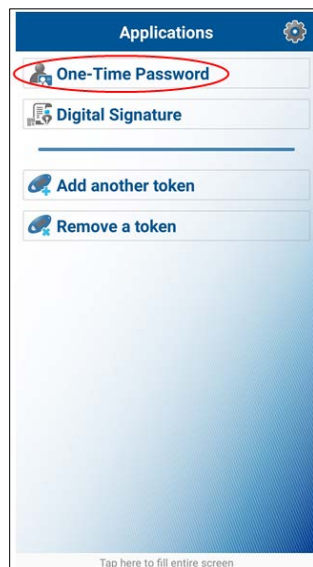
- Enter the 10-digit **Digital Signature** displayed in the app.



- Select **Complete challenge**.

If you are unable to scan the image, select the “**Can’t scan the image?**” link to provide a one-time password instead.

- To enter a one-time password, go back to the home screen of the DIGIPASS app and select **One-Time Password** and enter the one-time password displayed on your device.



- Select **Complete challenge**.

| REPORTS

You can generate a PDF or CSV report of your transfers or transfer templates by clicking **Report**.

ACH					
Activity	Templates	File import templates	Incoming	+ New payment	
Date	Description	Status	Withdrawal	Deposit	Type
					Report

An Activity report box will display. For summary, click **Select** and mark the box for the ACH file(s) or template(s) you would like to pull a report for. The number of files and batches is displayed. It will by default export all of your files.

Under **Type** select file information, batch information, and/or transactions depending on the information you need.

- **File information** provides a summary of the transfer description, transfer type, item count, total amount, issuer name, reviewer name (if applicable), and reference number.
- **Batch information** provides a summary of the transfer description, transfer type, item count, total amount, and reference number.
- **Transactions** provides the transfer description, transfer type, company name, issuer name, reviewer name (if applicable), and recipient information (name, account number, account type, routing number, amount per each, etc.).

Next, select the **format** you would like to export to – PDF or comma-separated values (CSV). If you selected more than one **Type** above, the individual reports will be bundled in a ZIP file.

Click **Download report**.

| GLOSSARY

Account Number

Account number of customer being credited/debited

Account Type

Indicates the type of account that is being credited/debited

Amount

Amount of funds being credited/debited from the customer's account

Corporate Credit (CCD)

Business to business transaction

Not Payroll – for credit to an entity

For Example: Payment from you to an entity for products received or services rendered

Corporate Debit (CCD)

Business to business transaction

Arrangement with an entity to pay a set amount for products received or services rendered.

Corporate Trade Exchange (CTE)

Transactions that include ASC X12 or EDIFACT information

Customer Initiated Entry (CIE)

Authorization given from an individual to issue an ACH entry, such as converting a check into an electronic payment

Effective Date

This is the Settlement Date of the file.

HSA Contribution (PPD)

Employer or employee contributions to a Health Savings Account

Hold Check Box

This restricts a prenote or credit/debit from being sent to the customer's financial institution. Only select this if excluding from the file being sent.

Identification

Can be used to include an employee ID or miscellaneous information. Otherwise, leave blank.

Name

Name of individual or entity being credited/debited.

Payroll (PPD)

Payment to an individual for wages, tips, etc.

Prearranged Payment (PPD)

Arrangement with an individual to pay a set amount for products received or services rendered.

Continued on Next Page ►

Prenote Check Box

This box is typically checked when prenotes are generated to validate the customer's account information.

Routing Transit

Routing or ABA Number of the entity or individual's financial institution

Transaction Code

A code that indicates what type of transaction is being completed. This is often referred to as a 'Tran Code'.

Tran Code	Type
22	Checking ACH Deposit/Credit
32	Savings ACH Deposit/Credit
23	Checking Prenote – Credit
33	Savings Prenote – Credit
27	Checking ACH Payment - Debit
37	Savings ACH Payment - Debit
28	Checking Prenote – Debit
38	Savings Prenote – Debit