

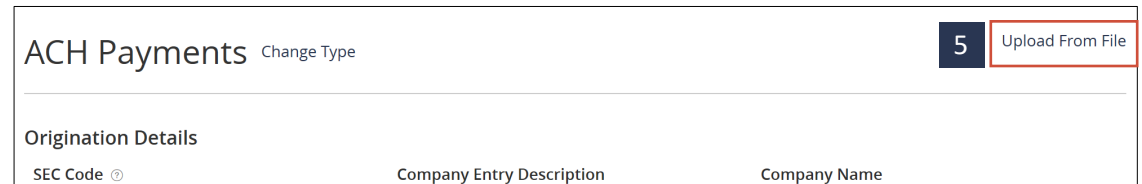
START A NEW PAYMENT

1. On the left menu, select **Pay & Transfer**.
2. Select **ACH/Wire** to initiate an ACH Payment.
3. Select **New Payment**.
4. Choose **Payment Type** from the drop down menu.



ORIGINATION

5. Click on **Upload From File** to proceed with uploading a 5 column CSV file.



6. Click on **5 Column-CSV** and you will then be prompted to locate the file on your computer system. Locate and select the correct file to upload.
7. Note: You can also click on the 3 dots and a pop-up will appear with the following options:
 - **Use** – alternative option to select 5-Column File upload
 - **Save Recipient** – Ability to save a recipient
 - **View Specifications** – Ability to view the file requirements

File Mapping Management

SAVED FILE MAPPINGS

New Mapping

6 Results

Mapping Instruction Name	Mapping Type	
NACHA	System Standard	⋮
5-Column-CSV	System Standard	⋮
5 column csv with Header	Custom	
Gianna Testing	Custom	

Click to view mapping actions

Use
 Save Recipients
 View Specifications

6

7

ORIGINATION DETAILS

8. Select **SEC Code** as either CCD or PPD.
9. The **Company Entry Description** is used to enter the transaction description/purpose. If left blank, it will default to the Payment type chosen (ACH Payment/ACH Collection).
10. **Company Name** will auto-populate; however, it can be changed using the search function.
11. Select the **Account** from the drop-down menu.
12. Click the **Calendar icon** to select the effective date for the ACH.
13. The ability to set up a recurring payment will appear once an effective date is selected. Click **Set Schedule** and select the appropriate box.
14. Review recipient details which is pre-populated from the file and it is editable.
15. Click **Draft** to submit the transaction for approval.
Note: Click **Approve** if you do not require dual approval.

ACH Payments Change Type

Upload From File

Origination Details

SEC Code 8

PPD - Prearranged Payment and Deposits

Company Entry Description 9

ABC Compan

Company Name 10

FS Testing Treasury Prefund

Account 11

COMMERCIAL AA CHKG \$0.28

Effective Date

07/31/2020

Recurrence

12 13 Set schedule

Schedule Recurring Transaction

How often should this transaction repeat?

1st of the month Last day of the month

1st & 15th of the month 15th & last day of the month

Weekly Every other week

Monthly Quarterly

Semi-annually Yearly

When should this transaction stop?

Forever (Until I cancel)

Save

Recipients (2)

Filters: All Pre-Notes

⋮

+ Add multiple recipients

Recipient/Account 14	Amount
ACH Recipient Checking	\$10.00
Another Recipient Savings	\$25.00
+ Add another recipient	

\$35.00

2 payments

Cancel Draft Approve

16. A Transaction Drafted pop-up will appear on screen.

- (16.1) Click **Close** to finish the process.
- (16.2) Click **View in Activity Center** to go to the Activity Center, where the transaction is stored.

