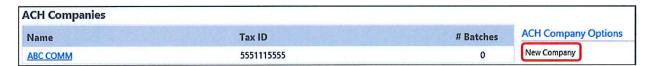
# **Cash Management User**

# **Cash Management Setup**

# **ACH Companies**

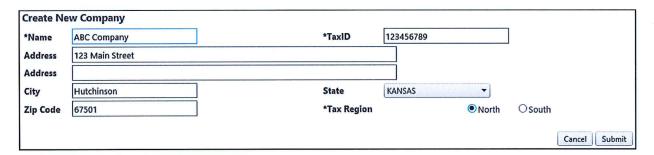
## Cash Management → Setup → Company List

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.



#### To create an ACH company:

- 1. Click New Company.
- Enter the Name, Tax ID, and Tax Region.
  NOTE: The tax region is based on the Federal Reserve Bank your financial institution processes through. If the tax region is unknown click the Help menu for a map of the regions.
- 3. Enter the Address information, if desired.
- 4. Click Submit.
- 5. Repeat steps 1-4 as many times as needed to enter additional ACH companies.



To edit or delete an ACH company:

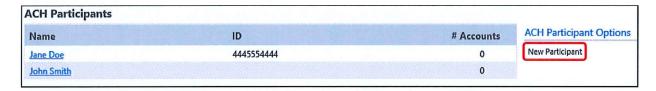
- 1. Select the company by clicking the name.
- 2. To maintain, update the information as needed, and then click **Submit**.
- 3. To delete, click **Delete**.

<b>Edit Com</b>	pany			
*Name	ABC COMM	*TaxID	5551115555	
Address	111 N MAIN ST			
Address				
City	HUTCHINSON	State	KANSAS ▼	
Zip Code	67501	*Tax Region	ONorth	South
				Delete Cancel Submit

# **ACH Participants**

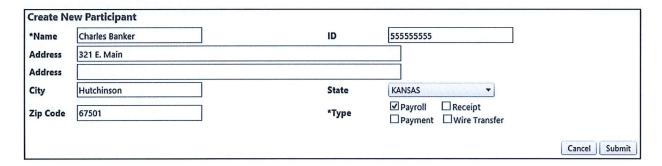
### Cash Management → Setup → Participant List

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



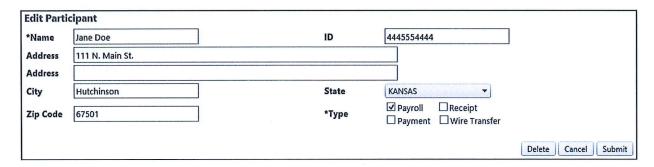
To create a new participant record:

- 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 Submit.



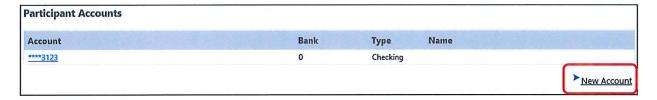
To edit or delete a participant record:

- 1. Select the participant by clicking the name.
- 2. To maintain, update the information as needed, and then click **Submit**.
- 3. To delete, click **Delete**.



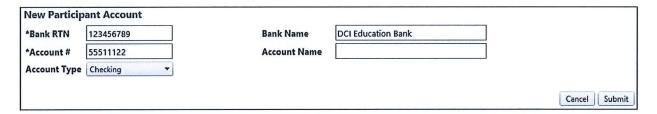
#### **Adding Participant Accounts**

Once a Participant has been created, an additional section, Participant Accounts, displays.



### To add an account:

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



# To edit or delete a participant account:

- 1. Select the account from the participant list.
- 2. To maintain, update the information as needed, and then click **Submit**.
- 3. To delete, click **Delete**.

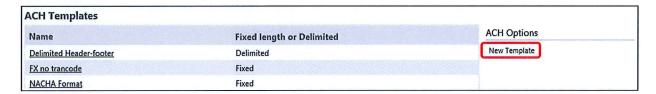


# **ACH Template List**

## 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.



To create a new ACH template:

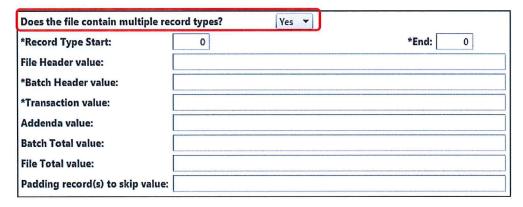
- 1. Click New Template.
- 2. Enter the Template Name, File Type, Record Length (Fixed Length file only), and Delimiting Character (Delimited file only).

#### NOTES:

- Record Length will only display if <u>Fixed Length</u> is selected in the File Type field.
- Delimiting Character will only display if <u>Delimited</u> is selected in the File Type field.
- 3. Complete the remaining fields as needed.



4. If the field 'Does the file contain multiple record types?' is set to Yes, additional fields display. If No, skip to step 10.



- 5. Complete the required fields indicated with an asterisk \*. Ex: Record Type Start and/or End, Batch Header value, and Transaction value fields.
- 6. Complete the remaining fields as needed.
- 7. Select the Batch Information tab.

File Information Batch	Information	Transaction Information			
ACH Batch Header Column	From Position	To Position	Miscellany		
Service Class Code	0	0			
*Company Name	0	0			
Company Discretionary Data	0	0			
*Company Identification	0	0			
*Standard Entry Class Code	0	0			
Company Entry Description	0	0			
Company Descriptive Date	0	0	Date Format		
*Effective Entry Date	0	0	Date Format		
Settlement Date (Julian)	0	0			
Originator Status Code	0	0			
Originating DFI Identification	0	0			
Batch Number	0	0			

- 8. Complete the required fields indicated with an asterisk \*. Ex: Company Name, Company Identification, Standard Entry Class Code, and Effective Entry Date fields.
- 9. Complete the remaining fields as needed.

10. Select the Transaction Information tab.

File Information \ Batch Information		Transaction Information		
ACH Transaction Column	From Position	To Position	Miscellany	
*+Transaction Code	0	0		
*+Account Type	0	0	Checking Savings	
*+Transaction Type	0	0	Credit Debit	
*Receiving DFI Identification (Routing number)	0	0		
*DFI Account Number	0	0		
*Amount	0	0	Is decimal implied? (Y/N)	
Check Serial Number or Identification Number	0	0		
*Individual Name or Receiving Company Name	0	0		
Discretionary Data	0	0		
Addenda Indicator	0	0		
Trace Number	0	0		
Addenda	0	0		

- 11. Complete the required fields indicated with an asterisk \*. Ex: Transaction Code, Account Type, Transaction Type, Receiving DFI Identification, DFI Account Number, and Amount fields.
- 12. Complete the remaining fields as needed.
- 13. Click Save Changes.