

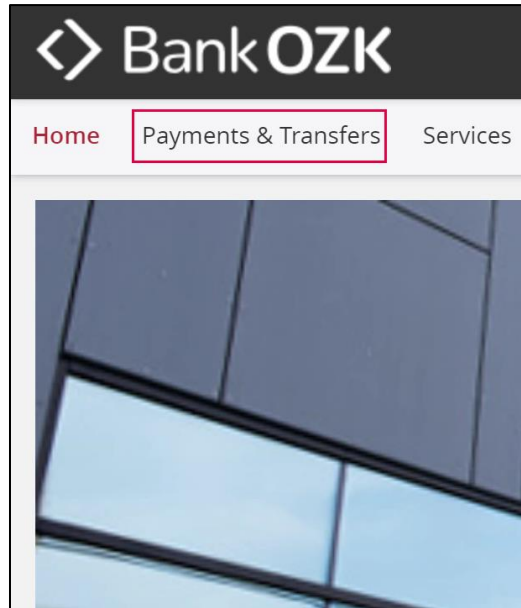
# ACH Payroll

This guide is designed to assist users with setting up ACH Payroll.

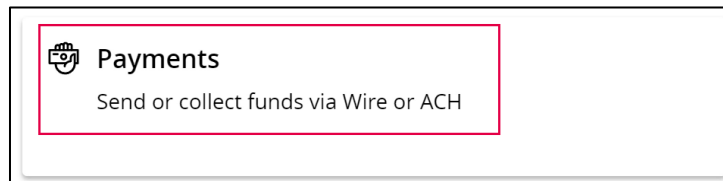
Questions beyond this information should be directed to **Treasury Management** at **844-479-8502**.

## Navigating to the Payments Hub

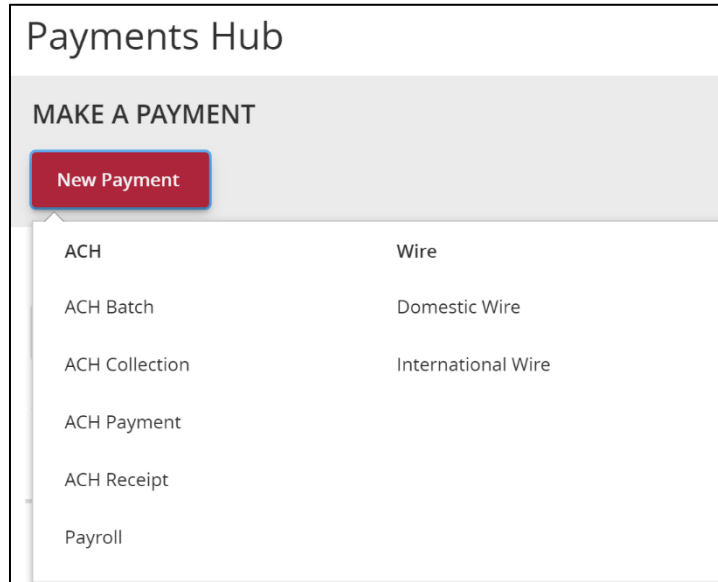
1. From the Home page, select **Payments and Transfers**.



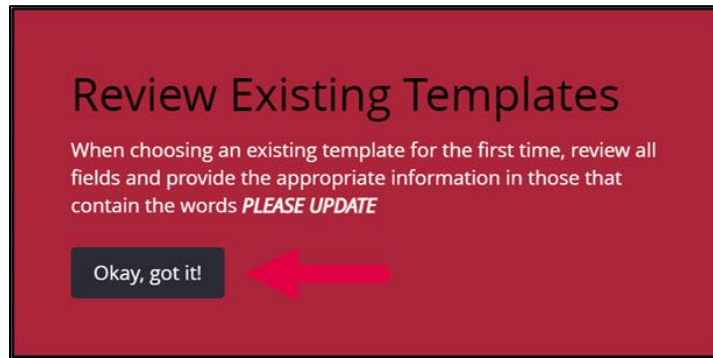
2. Select **Payments**.



The **Payments Hub** displays.

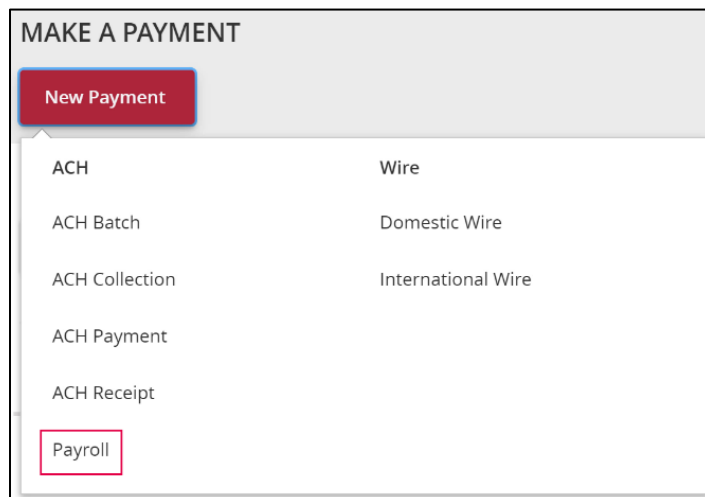


3. Read the pop-up reminder and click **Okay, got it!**



## Setting up a New ACH Payroll Payment

1. Click **New Payment** and select **Payroll**.



The **Payroll** page displays.

The screenshot shows the 'Payroll' page with the following details:

- Payroll** (with a 'Change Type' link) and 'Upload From File' button in the top right.
- Origination Details** section:
  - From Originator:** Search by name (input field).
  - Account:** Search by name or number (input field).
  - Effective Date:** Calendar icon.
  - Recurrence:** None.
- Recipient/Account** section:
  - Search by name or account (input field).
  - Amount:** \$ 0.00.
  - Link: + Add another recipient.
- Summary: \$0.00, 1 payments (1 for \$0.00).
- Buttons: Cancel, Draft, Approve.

2. Select the **Originator** from the drop-down menu.

This close-up shows the 'Origination Details' section with the 'From Originator' search field highlighted. The search results list 'ABC Marketing Incorporated' with the ID '\*\*\*\*\*9456'.

3. Select the **Account** from the list that populates in the search field.

This close-up shows the 'Account' search results. The search field is 'Search by name or number'. The results list 'Tina' with ID '521' and amount '\$102.39'. Below this, there are several other entries that are blurred. At the bottom, it says 'Showing 5 of 6 items.'

4. Select the **Effective Date** from the calendar.

Effective Date?

Format: mm/dd/yyyy

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	<b>TODAY</b> 20	21	22
23	24	25	26	27	28	29
30						

5. If the payment is recurring, select **Set Schedule**.

Recurrence

Set schedule

6. Complete the appropriate fields if **Set Schedule** was selected.

Schedule Recurring Transaction

How often should this transaction repeat?

1st Of The Month       Every Other Week

Last Day Of The Month       Monthly

1st & 15th Of The Month       Quarterly

15th & Last Day Of The Month       Semi-Annually

Daily (Monday - Friday)       Yearly

Weekly

When should this transaction stop?


On/Before Date

After  occurrence(s)

Forever (Until I Cancel)


7. Select **Set Recurring Transaction**.

When should this transaction stop?

On/Before Date  

After  occurrence(s)

Forever (Until I Cancel)



## Adding Recipients

1. Select the **Recipient/Account**.

**NOTE:** For more information on adding multiple recipients, please see [Adding Multiple Recipients](#).

Recipient/Account ?

Brian  
Checking 789159

Search by name or account.

+ New Recipient

**Brian**  
Brian  
Checking 789159

**Britt Goss**  
Britt Goss  
Checking 12345678

**Display Name**  
Display Name  
Checking 45678944

The recipient is added.

**Payroll** [Change Type](#)

**Origination Details**

From Originator: ABC Marketing Incorporated \*\*\*\*\*9456

Account: Tina 521 \$102.39

Effective Date: 06/21/2024

Recurrence: Set schedule

Recipients (1) Filters: All Pre-Notes Find recipients in

+ Add multiple recipients

Recipient/Account ?	Amount
Brian Checking 789159	\$ 0.00

2. If the recipient is not already in the system, select **New Recipient**.

**Recipient/Account ?**

Brian Checking 789159

Search by name or account.

+ New Recipient

Brian

Brian Checking 789159

3. Complete the required fields.

**Recipient details**

Display Name \* Email Address\*  Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	ACH Only		N/A

Account Type \* Account \*

Checking

Financial Institution (FI) [Refined Search](#) ACH Routing Number \*

Search by name or routing #.

4. Enter the dollar amount.

Recipient/Account ?	Amount
✔ This payment is valid.	
Brian Checking 789159	\$ 0.50
<input checked="" type="checkbox"/> Notify Recipient	Show Details
Addendum (optional)	
<input type="text"/>	

5. Click **Notify Recipient** if you wish to notify the recipient.

Recipient/Account ?	Amount
✔ This payment is valid.	
Brian Savings 123456	\$ 1.00
<input type="checkbox"/> Notify Recipient	Show Details
Addendum (optional)	
<input type="text"/>	

## Adding Multiple Recipients

1. Select **Add multiple recipients**.

Recipient/Account ?	Amount
Recipients (1) Filters: All Pre-Notes Find recipient	
<input type="text" value="+ Add multiple recipients"/>	
<input type="text" value="Search by name or account."/>	\$ 0.00
<input type="text" value="+ Add another recipient"/>	

2. Select the recipients from the menu and click **Add**.

**SELECT MULTIPLE RECIPIENT ACCOUNTS**

🔍

Select All | Clear All

<input type="checkbox"/>	Brian Checking	789159	<input type="checkbox"/>	Higgsbey Jones Checking	456123	<input type="checkbox"/>	Roman Jones Checking	123789
<input type="checkbox"/>	Brian Savings	123456	<input type="checkbox"/>	Jasper Jones Checking	568428	<input type="checkbox"/>	David Savings	123456

Cancel Add (0)

3. Enter the dollar amount.

Recipient/Account ?	Amount
Brian Checking 789159	\$ 0.00
Brian Savings 123456	\$ 0.00

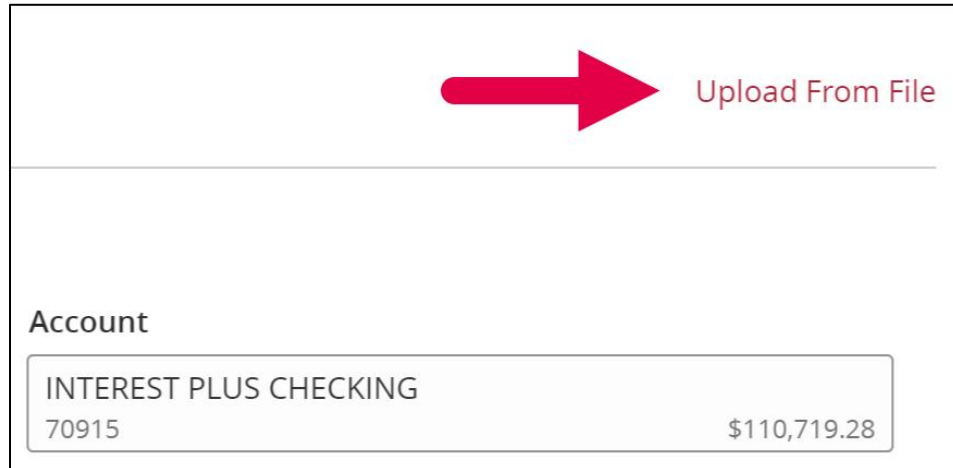
4. Check **Notify Recipient** if you wish to notify the recipient.

Recipient/Account ?	Amount
Brian Checking 789159	\$ 2.00
✔ This payment is valid.	
Brian Savings 123456	\$ 1.00
<input type="checkbox"/> Notify Recipient	Show Details
Addendum (optional)	
<input type="text"/>	



## Uploading a List of Recipients

1. To upload a list of recipients, select **Upload From File**.

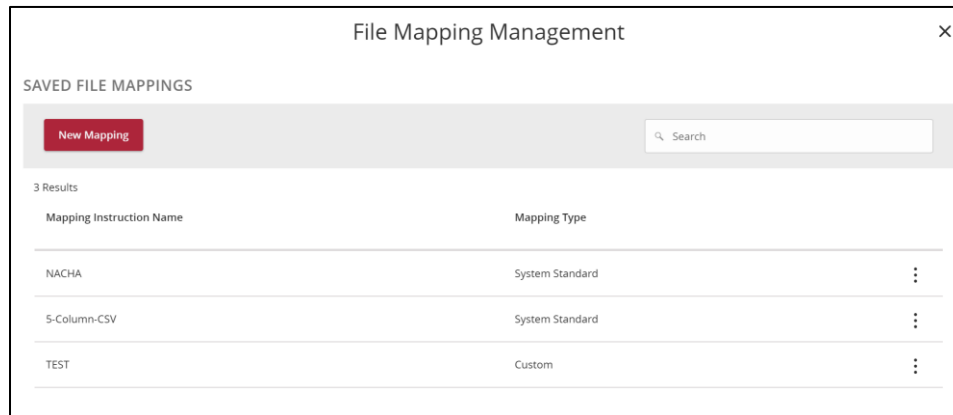


The screenshot shows a user interface with a red arrow pointing to the 'Upload From File' button. Below the button is a section titled 'Account' containing a table with account details.

Account	
INTEREST PLUS CHECKING	
70915	\$110,719.28

The **File Mapping Management** page displays.

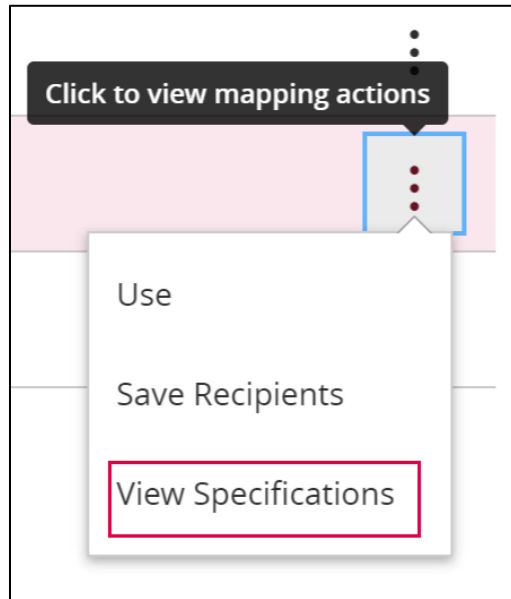
Compatible file types include NACHA and CSV.



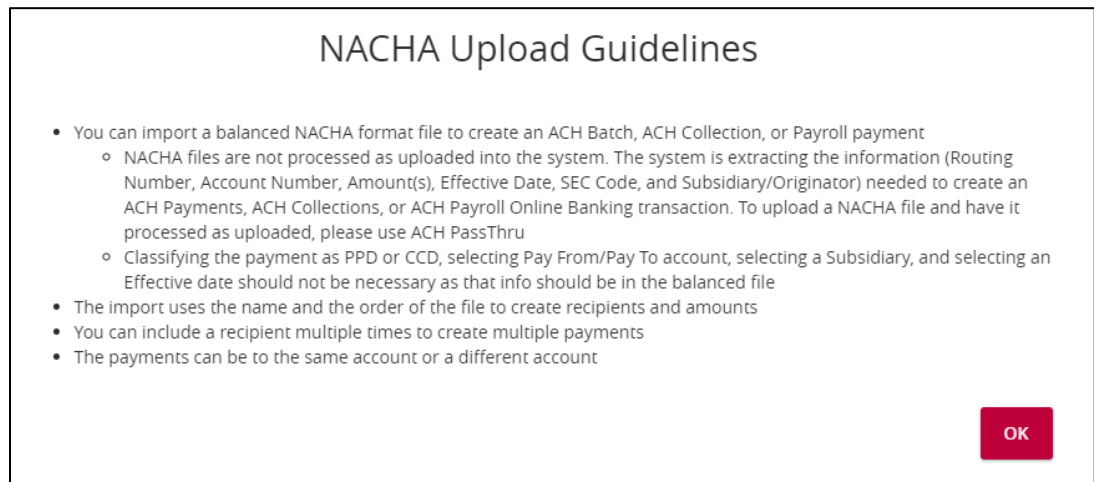
The screenshot shows the 'File Mapping Management' page with a search bar and a table of saved file mappings.

Mapping Instruction Name	Mapping Type	
NACHA	System Standard	⋮
5-Column-CSV	System Standard	⋮
TEST	Custom	⋮

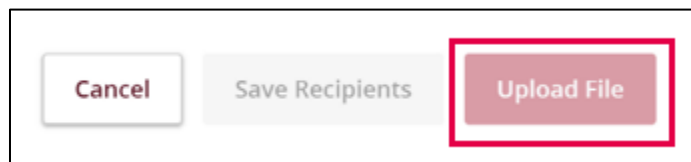
2. Select the ellipsis  icon to view specifications for the file type.



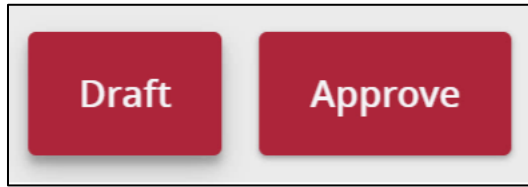
The **Upload Guidelines** displays.



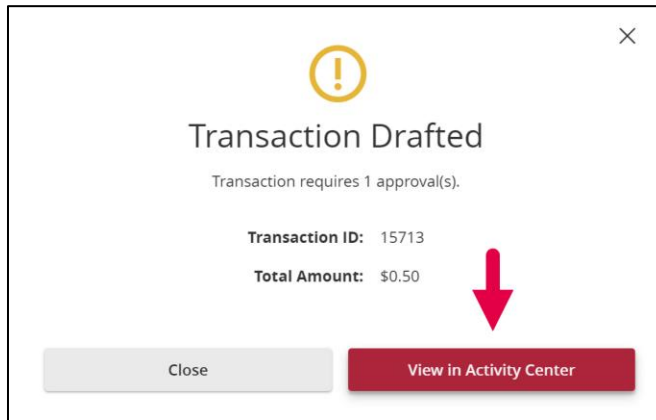
3. Upload the ACH Payroll file and select **Upload File**.



- Select **Draft** or **Approve** to continue. In this example, we selected **Draft**.



A notification displays.



- Select **View in Activity Center**.

A list of transactions and details display as well as the transaction process.

Online Activity <sup>2</sup>

Single Transactions   Recurring Transactions   Deposited Checks

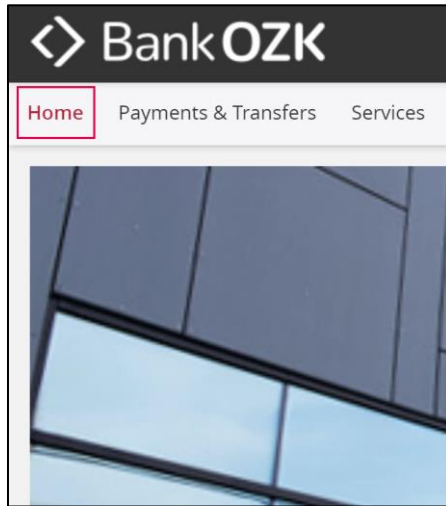
Search Transactions

Transaction List	Transaction Details															
Drafted ACH Receipt \$2.00 6/24/2024	<b>TRANSACTION DETAILS</b> <b>PAYROLL</b> <b>2 Recipients</b> <b>\$3.00</b> Tracking ID: 15712   Created Date: 6/24/2024  <b>PAYMENT DETAILS</b> Created By: Molly Jons   From Account: Glenda S21 Process Date: 06/24/2024   Total Payments: 2 Effective: 06/25/2024   ACH Header: [blacked out] SEC Code: PPD Company Entry Description: Payroll  <b>RECIPIENT DETAILS</b> <input checked="" type="checkbox"/> Show masked details <table border="1"> <thead> <tr> <th>Name</th> <th>Account</th> <th>Type</th> <th>Routing</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Brian</td> <td>XXX456</td> <td>Savings</td> <td>XXXXXX0869</td> <td>\$1.00</td> </tr> <tr> <td>Brian</td> <td>XXX159</td> <td>Checking</td> <td>XXXXXX0724</td> <td>\$2.00</td> </tr> </tbody> </table> 1 - 2 of 2 recipients < >  <b>TRANSACTION PROCESS</b> Company: [blacked out]   Financial Institution: [blacked out] 1 Drafted Molly Jons - 6/24/2024 11:11 AM   2 Approval(s) 0 of 1 Approvals required   3 Authorized   4 Processed	Name	Account	Type	Routing	Amount	Brian	XXX456	Savings	XXXXXX0869	\$1.00	Brian	XXX159	Checking	XXXXXX0724	\$2.00
Name		Account	Type	Routing	Amount											
Brian		XXX456	Savings	XXXXXX0869	\$1.00											
Brian		XXX159	Checking	XXXXXX0724	\$2.00											
Drafted ACH Collection \$5.00 6/24/2024																
Drafted ACH Batch \$0.50 6/24/2024																
Drafted Payroll \$3.00 6/24/2024 <input checked="" type="checkbox"/>																
Drafted ACH Payment \$1.00 5/7/2024																

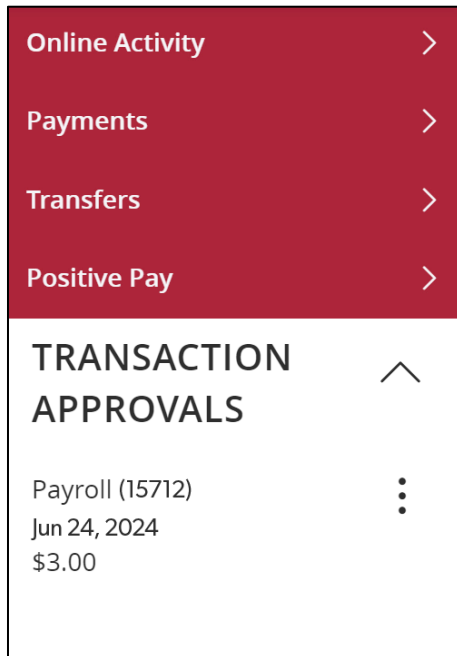
## Accessing Approvals from the Home Page

A team member with approval permissions can access their approvals from the home page.

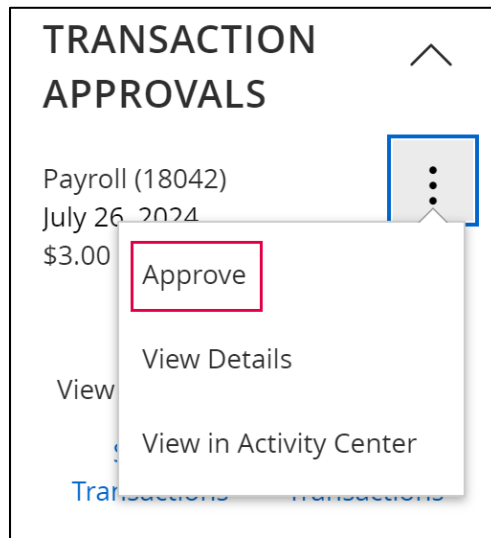
1. Select **Home** to go back to the Home page.  
The Home page displays.



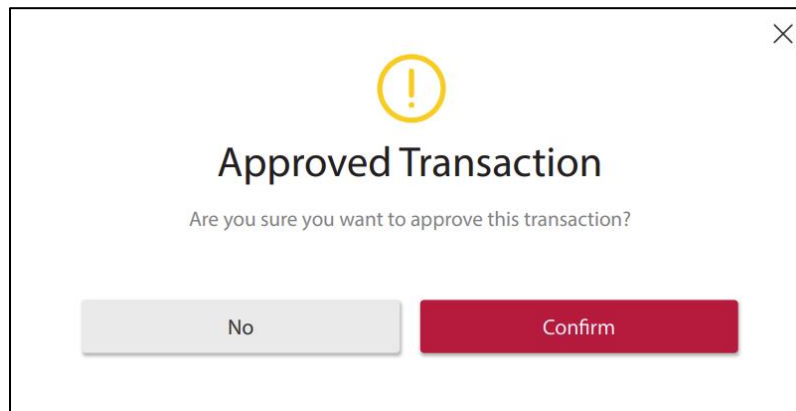
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



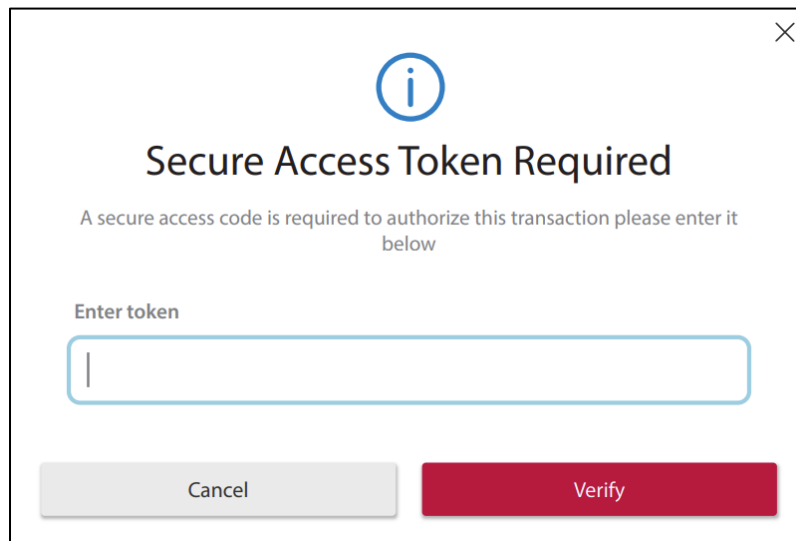
3. Select the ellipsis  icon and click **Approve**.



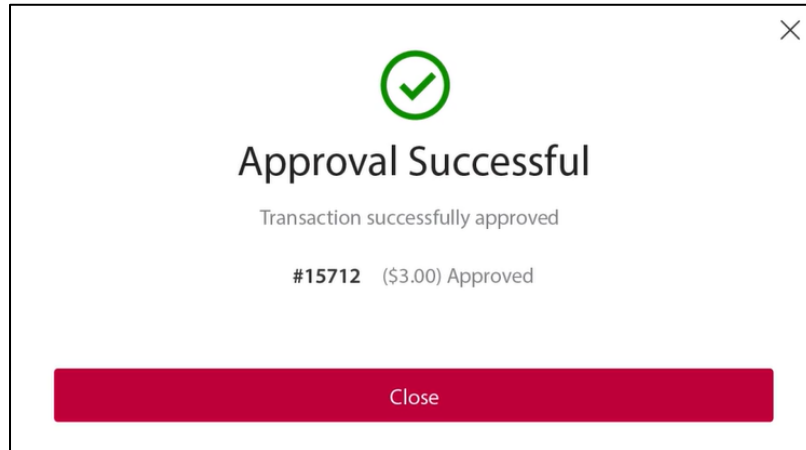
4. Select **Confirm**.



5. Enter your **Secure Access Token** and click **Verify**.



The approval is successful.



6. Select **Close**.

The transaction details are available for review.

The screenshot shows the "Online Activity" interface. At the top, there are tabs for "Single Transactions", "Recurring Transactions", and "Deposited Checks". Below the tabs is a search bar labeled "Search Transactions". The main content is divided into two columns. The left column is a "Transaction List" with the following items:

Transaction	Amount	Date	Actions
Drafted ACH Receipt	\$2.00	6/24/2024	<input type="checkbox"/>
Drafted ACH Collection	\$5.00	6/24/2024	<input type="checkbox"/>
Drafted ACH Batch	\$0.50	6/24/2024	<input type="checkbox"/>
Drafted Payroll	\$3.00	6/24/2024	<input checked="" type="checkbox"/>
Drafted ACH Payment	\$1.00	5/7/2024	<input type="checkbox"/>

The right column shows the details for the selected "Drafted Payroll" transaction. It is titled "TRANSACTION DETAILS" and includes the following information:

- PAYROLL** (2 Recipients) for a total amount of **\$3.00**. Tracking ID: 15712. Created Date: 6/24/2024.
- PAYMENT DETAILS**: Created By: Molly jons; From Account: Glenda 521; Process Date: 06/24/2024; Total Payments: 2; Effective: 06/25/2024; ACH Header: PPD; SEC Code: PPD; Company Entry Description: Payroll.
- RECIPIENT DETAILS**: A table showing 2 recipients.

Name	Account	Type	Routing	Amount
Brian	XXX456	Savings	XXXXX0869	\$1.00
Brian	XXX159	Checking	XXXXX0724	\$2.00

Below the recipient details is a "TRANSACTION PROCESS" section showing a flowchart with four steps: "Drafted" (Molly jons - 3/1/2024 8:17 AM), "Approval(s)" (1. Molly jons - 3/1/2024 8:17 AM), "Authorized" (3/1/2024 8:17 AM), and "Processed" (3/1/2024).