

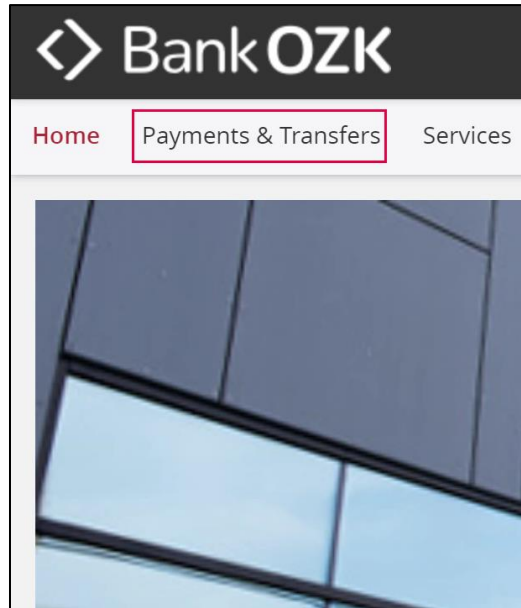
ACH Payroll

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

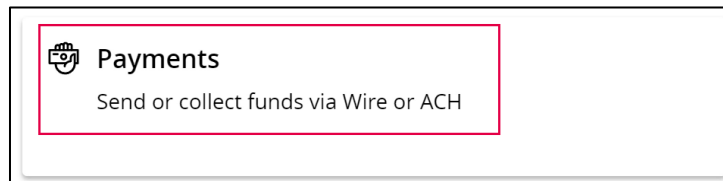
Questions beyond this information should be directed to the Customer Care Center (CCC) at 501-319-6138.

Navigating to the Payments Hub

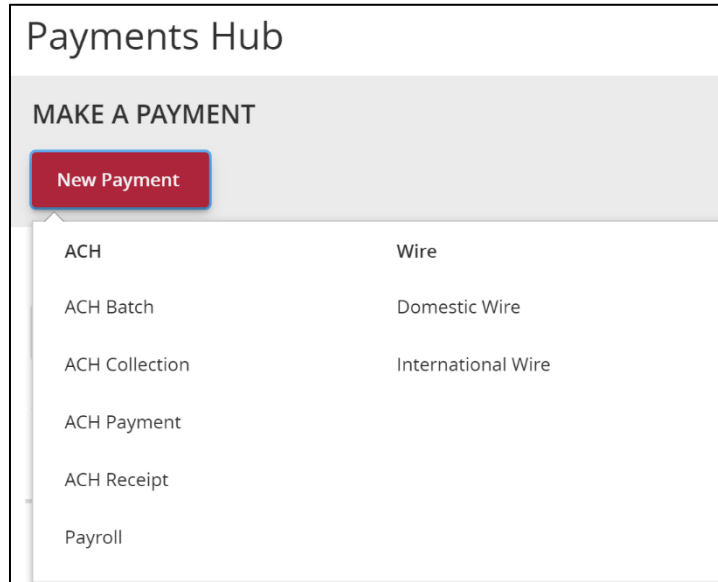
1. From the Home page, select **Payments and Transfers**.



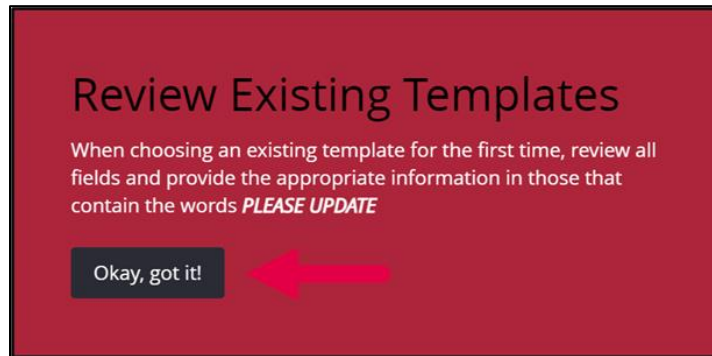
2. Select **Payments**.



The **Payments Hub** displays.

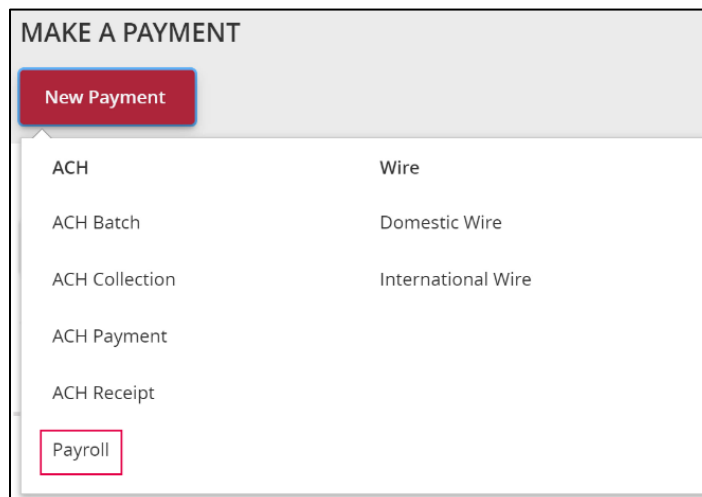


3. Read the pop-up reminder and click **Okay, got it!**



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** (Change Type) [Upload From File]
- Origination Details**
 - From Originator:** Search by name
 - Account:** Search by name or number
 - Effective Date:** [Calendar icon]
 - Recurrence:** None
- Recipient/Account:** Search by name or account. Amount: \$ 0.00
- Buttons:** Cancel, Draft, Approve
- Summary:** \$0.00, 1 payments (1 for \$0.00)

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

The close-up shows the 'From Originator' search field with a dropdown menu. The selected item is:

- ABC Marketing Incorporated**
*****9456

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

The close-up shows the 'Account' search field with a list of accounts. The selected item is:

Account Name	Amount
Tina	\$102.39
[Blurred]	[Blurred]
[Blurred]	[Blurred]
[Blurred]	[Blurred]
[Blurred]	[Blurred]

Showing 5 of 6 items.

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

The screenshot shows a dialog box titled "Effective Date?". At the top right is a calendar icon. Below it is a text input field with a placeholder "Format: mm/dd/yyyy". The main part of the dialog is a calendar for June 2024. The days of the week are labeled S, M, T, W, T, F, S. The date 20 is highlighted with a blue box and labeled "TODAY".

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

The screenshot shows a dialog box titled "Recurrence". At the bottom, there is a button labeled "Set schedule" which is highlighted with a red box.

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

The screenshot shows a dialog box titled "Schedule Recurring Transaction" with a close button (X) in the top right corner. It contains two sections:

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
- Daily (Monday - Friday)
- Weekly
- Every Other Week
- Monthly
- Quarterly
- Semi-Annually
- Yearly

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

[+ 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

[+ 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 *

Financial Institution (FI) [Refined Search](#)

ACH Routing Number *

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"/>	
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.

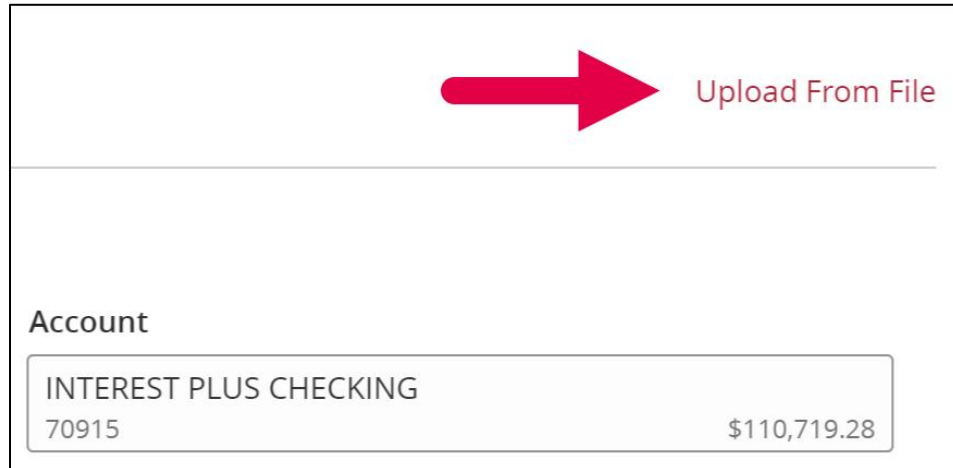
Recipient/Account ?	Amount
Brian Checking 789159	\$ 0.00
Brian Savings 123456	\$ 0.00

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**.

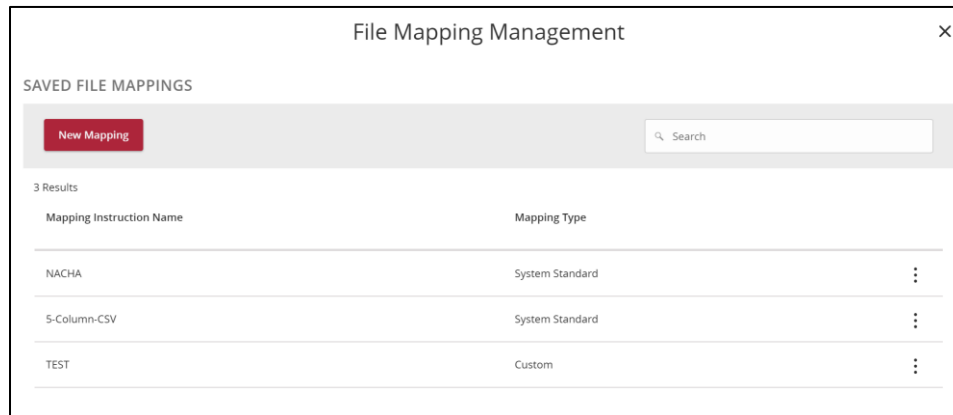


The screenshot shows a user interface with a red arrow pointing to a button labeled "Upload From File". Below this, there is a section titled "Account" containing a table with account details.

Account	
INTEREST PLUS CHECKING	
70915	\$110,719.28

The **File Mapping Management** page displays.

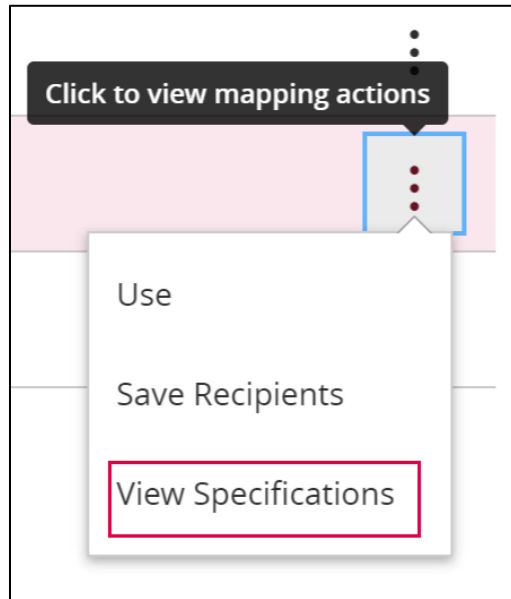
Compatible file types include NACHA and CSV.



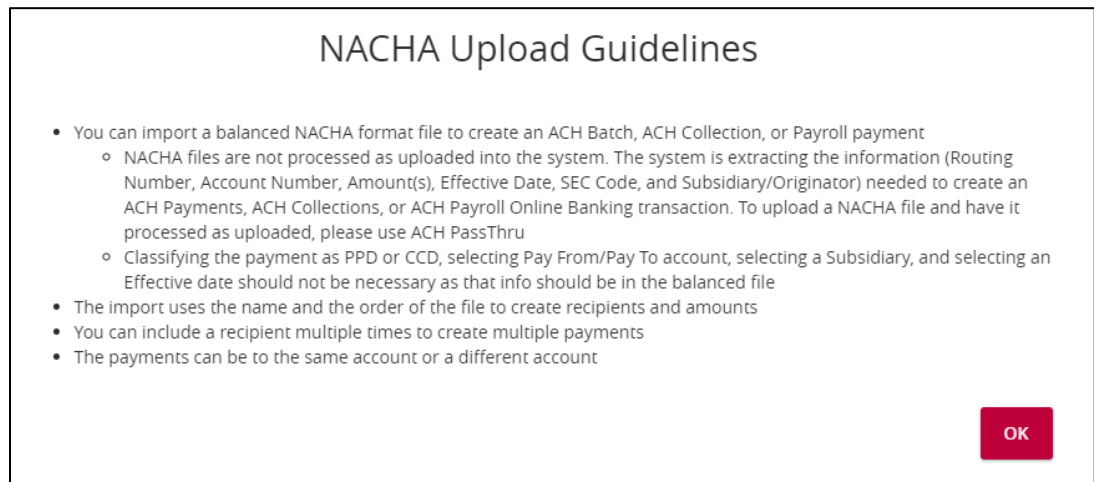
The screenshot shows the "File Mapping Management" page. It includes a "New Mapping" button, a search bar, and a table of saved file mappings.

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

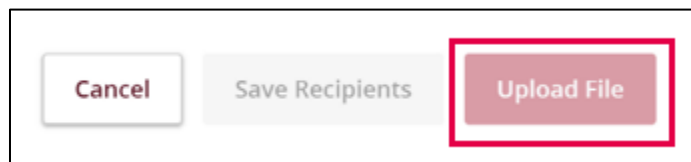
2. Select the ellipsis  icon to view specifications for the file type.



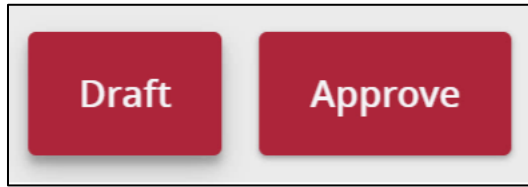
The **Upload Guidelines** displays.



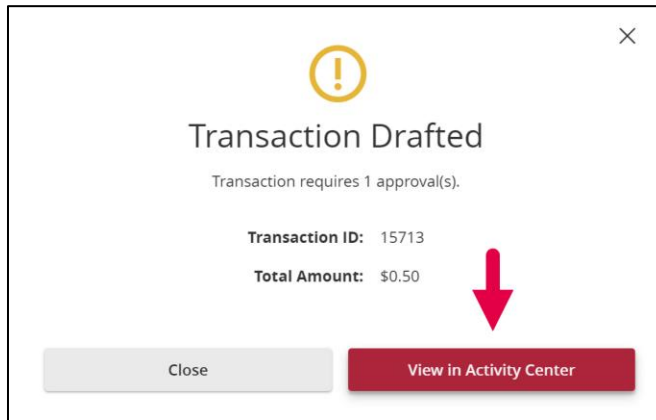
3. Upload the ACH Payroll file and select **Upload File**.



- 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 ²

Single Transactions Recurring Transactions Deposited Checks

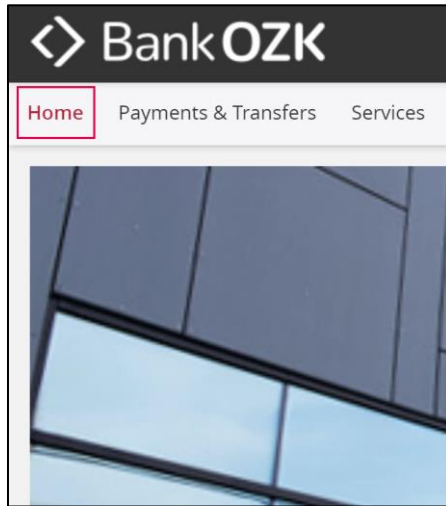
Search Transactions

Transaction List	Transaction Details															
Drafted ACH Receipt \$2.00 6/24/2024	TRANSACTION DETAILS PAYROLL 2 Recipients \$3.00 Tracking ID: 15712 Created Date: 6/24/2024 PAYMENT DETAILS Created By: Molly Jons From Account: Glenda S21 Process Date: 06/24/2024 Total Payments: 2 Effective: 06/23/2024 ACH Header: [blacked out] SEC Code: PPD Company Entry Description: Payroll RECIPIENT DETAILS <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>XXXXX0869</td> <td>\$1.00</td> </tr> <tr> <td>Brian</td> <td>XXX159</td> <td>Checking</td> <td>XXXXX0724</td> <td>\$2.00</td> </tr> </tbody> </table> 1 - 2 of 2 recipients < > TRANSACTION PROCESS Company Financial Institution 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	XXXXX0869	\$1.00	Brian	XXX159	Checking	XXXXX0724	\$2.00
Name		Account	Type	Routing	Amount											
Brian		XXX456	Savings	XXXXX0869	\$1.00											
Brian		XXX159	Checking	XXXXX0724	\$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																

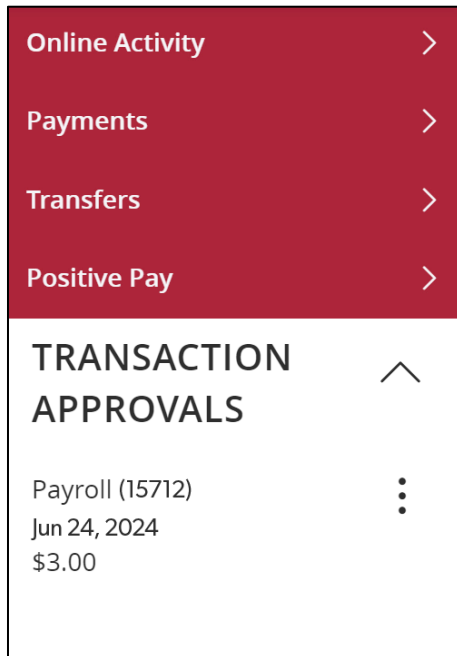
Accessing Approvals from the Home Page

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

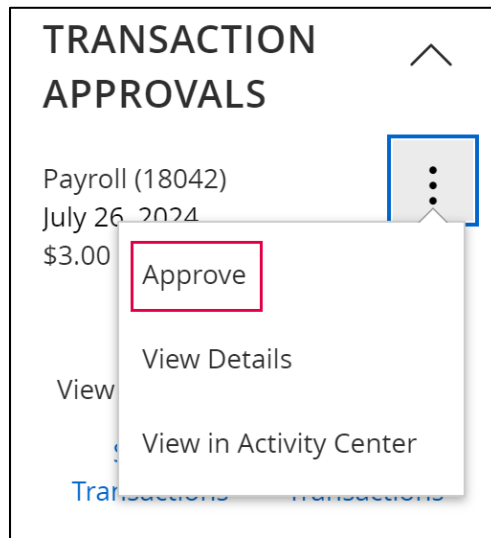
1. Select **Home** to go back to the Home page.
The Home page displays.



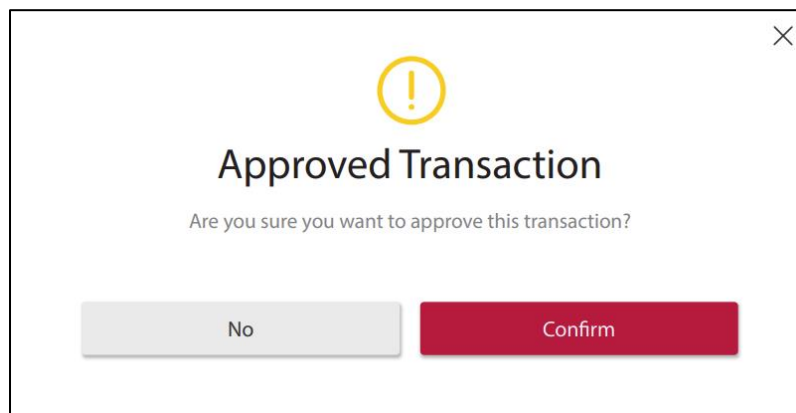
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



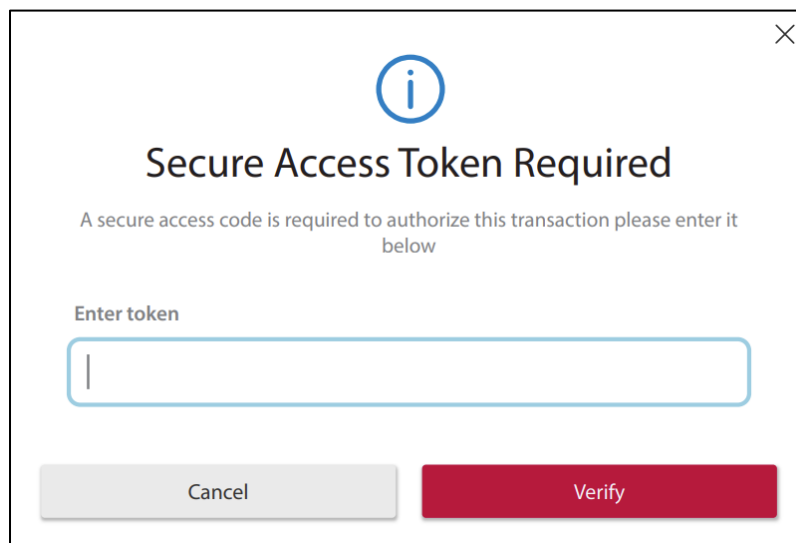
3. Select the ellipsis  icon and click **Approve**.



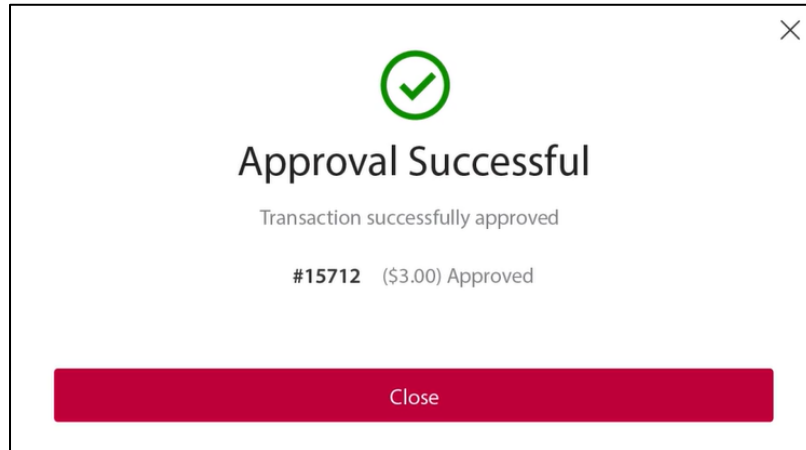
4. Select **Confirm**.



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". A "Transaction List" table is on the left, with the "Drafted Payroll" row highlighted. The main area on the right shows "TRANSACTION DETAILS" for a "PAYROLL" transaction with 2 recipients and a total amount of \$3.00. Below this is the "PAYMENT DETAILS" section, which includes fields for "Created By", "Process Date", "Effective", "From Account", "Total Payments", "ACH Header", "SEC Code", and "Company Entry Description". The "RECIPIENT DETAILS" section shows a table with columns for Name, Account, Type, Routing, and Amount, listing two recipients: Brian (Savings, \$1.00) and Brian (Checking, \$2.00). At the bottom is the "TRANSACTION PROCESS" section, which shows a flowchart with four steps: "Drafted", "Approval(s)", "Authorized", and "Processed", each with a green checkmark and a timestamp.

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

Transaction Process Flow:

- 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
- Processed: 3/1/2024