

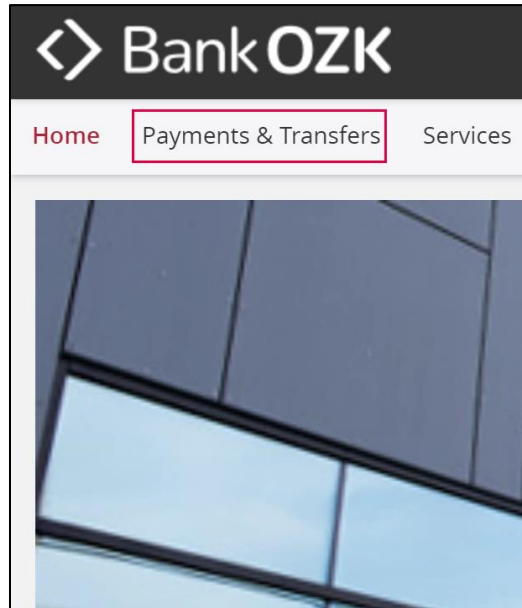
# ACH Receipt

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

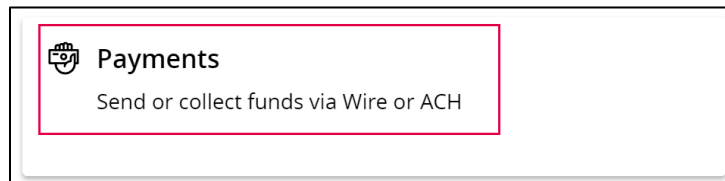
Questions beyond this information should be directed to **Treasury Management** at **844-479-8502**.

## Navigating to the Payments Hub

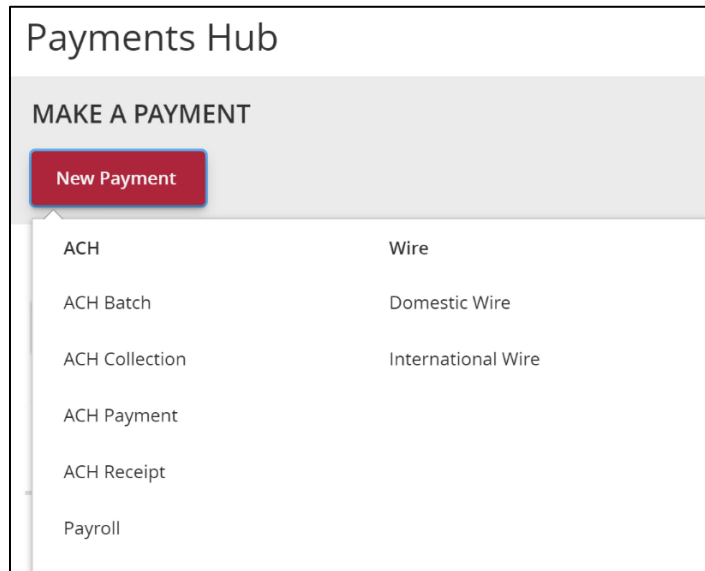
1. From the Home page, select **Payments and Transfers**.



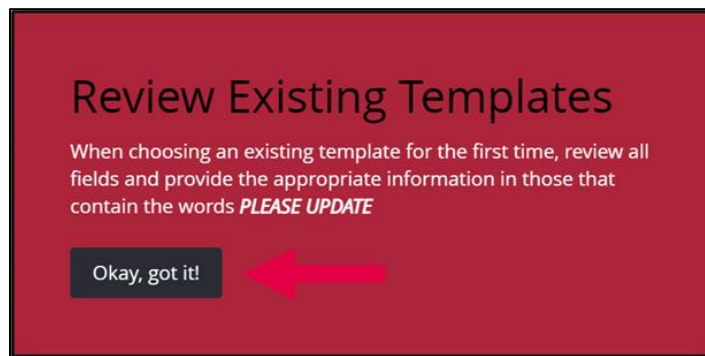
2. Select **Payments**.



The **Payments Hub** displays.

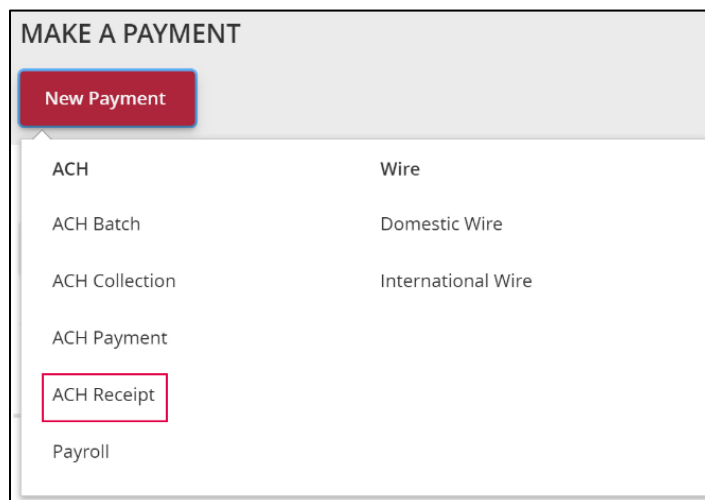


3. Read the pop-up reminder and click **Okay, got it!**



## Setting up a New ACH Receipt Payment

1. Click **New Payment** and select **ACH Receipt**.



The **ACH Receipt** page displays.

The screenshot shows the 'ACH Receipt' page with the following details:

- Origination Details:**
  - SEC Code:** PPD - Business to consumer (payroll, premium or rent drafts)
  - To Originator:** ABC Marketing Incorporated \*\*\*\*\*9456
  - Account:** INTEREST PLUS CHECKING 70915 \$95,721.27
  - Effective Date:** (empty)
  - Recurrence:** None
- Recipient/Account:** Search by name or account. Amount: \$ 0.00

2. Select the SEC code from the **SEC Code** drop-down menu.

**NOTE:** All ACH transactions require you to enter an SEC code except for Payroll.

The close-up shows the 'Origination Details' section with the 'SEC Code' field. The drop-down menu is open, displaying the text '----Select a SEC Code----'.

3. You can also hover over the question mark to reveal the acceptable SEC Code types.

The close-up shows the 'Origination Details' section with the 'SEC Code' field. A tooltip is displayed over the question mark icon, listing the following acceptable SEC Code types:

- PPD - Business to consumer (payroll, premium or rent drafts)
- CCD - Business to business (vendor payments, cash concentration)
- WEB - Transactions originated through a website
- TEL - Transactions originated through the phone

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

The close-up shows the 'Origination Details' section with the 'To Originator' field. The drop-down menu is open, displaying the text 'Search by name' and the selected option 'ABC Marketing Incorporated \*\*\*\*\*9456'.

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

The screenshot shows a dropdown menu titled "Account". At the top is a search bar with the placeholder text "Search by name or number". Below the search bar, a list of accounts is displayed. The first account is "Tina" with the number "521" and a balance of "\$102.39". Below this, there are several other accounts, but they are blurred. At the bottom of the list, it says "Showing 5 of 6 items."

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

The screenshot shows a calendar interface titled "Effective Date?". At the top right, there is a calendar icon. Below the title, there is a search bar and a format indicator "Format: mm/dd/yyyy". The calendar is for the month of "June" in the year "2024". The days of the week are labeled "S", "M", "T", "W", "T", "F", "S". The dates are displayed in a grid. The date "20" is highlighted with a blue box and labeled "TODAY".

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

The screenshot shows a dropdown menu titled "Recurrence". Below the title, there is a button labeled "Set schedule" which is highlighted with a red box.

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

### Schedule Recurring Transaction ✕

**How often should this transaction repeat?**

<input type="radio"/> 1st Of The Month	<input type="radio"/> Every Other Week
<input type="radio"/> Last Day Of The Month	<input type="radio"/> Monthly
<input type="radio"/> 1st & 15th Of The Month	<input type="radio"/> Quarterly
<input type="radio"/> 15th & Last Day Of The Month	<input type="radio"/> Semi-Annually
<input type="radio"/> Daily (Monday - Friday)	<input type="radio"/> Yearly
<input type="radio"/> Weekly	

**When should this transaction stop?**

On/Before Date

After  occurrence(s)

Forever *(Until I Cancel)*

9. 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**.

The screenshot shows a dropdown menu titled "Recipient/Account" with a help icon. The menu is open, displaying a search bar with the text "Search by name or account." Below the search bar, there are several recipient entries, each with a name, account type, and account number. The entries are: "Brian Checking 789159", "Britt Goss Checking 12345678", and "Display Name Checking 45678944". A red arrow points to the search bar.

Display Name	Account Type	Account Number
Brian	Checking	789159
Britt Goss	Checking	12345678
Display Name	Checking	45678944

The recipient is added.

The screenshot shows the "ACH Receipt" form with the "Change Type" link. The form is divided into sections: "Origination Details" and "Recipient/Account". The "Origination Details" section includes fields for "SEC Code" (PPD - Business to consumer (payroll, premium or rer)), "To Originator" (ABC Marketing Incorporated \*\*\*\*9456), "Effective Date" (06/21/2024), and "Recurrence" (Set schedule). The "Recipient/Account" section has a red arrow pointing to the selected recipient: "Brian Checking 789159". The "Amount" field is set to "\$ 0.00".

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

Notify Recipient [Show Details](#)

Addendum (optional)

5. Check **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"/>	

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

<b>Draft</b>	<b>Approve</b>
--------------	----------------

A notification window displays.

✕

!

### Transaction Drafted

Transaction requires 1 approval(s).

**Transaction ID:** 15713

**Total Amount:** \$0.50

↓

Close View in Activity Center



7. Click **View in Activity Center**.

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

The screenshot displays the 'Online Activity' interface. At the top, there are tabs for 'Single Transactions', 'Recurring Transactions', and 'Deposited Checks'. Below the tabs are icons for filtering, favoriting, downloading, and printing, along with a search bar labeled 'Search Transactions'. An 'Active Filters' section shows 'Transaction ID: 15715' with a close button. The main content is divided into a 'Transaction List' on the left and a 'TRANSACTION DETAILS' panel on the right. The 'Transaction List' shows a single entry: 'Drafted ACH Receipt' for \$2.00 on 6/24/2024. The 'TRANSACTION DETAILS' panel includes sections for 'TRANSACTION DETAILS', 'PAYMENT DETAILS', 'RECIPIENT DETAILS', and 'TRANSACTION PROCESS'. The 'TRANSACTION PROCESS' section shows a flow from 'Company' to 'Financial Institution' 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).

**Online Activity** ⓘ

Single Transactions | Recurring Transactions | Deposited Checks

Search Transactions

Active Filters: Transaction ID: 15715

Transaction List	Amount	Date
Drafted ACH Receipt	\$2.00	6/24/2024

### TRANSACTION DETAILS

ACH RECEIPT  
ACH Name - Brian  
Tracking ID: 15715  
Created Date: 6/24/2024  
Amount: \$2.00

### PAYMENT DETAILS

Tracking ID	15715	Amount	\$2.00
Created	06/24/2024 11:46 AM	Company Entry Description	ACH Single
Created By	Allison Minor	To Account	INTEREST PLUS CHECKING 70915
Process Date	06/24/2024	SEC Code	PPD
Effective	06/25/2024		

### RECIPIENT DETAILS

Show masked details

Name	Account	Type	Routing	Amount
Brian	XXX159	Checking	XXXXX0724	\$2.00

Recipient Information

ACH Name: Brian  
Email Address: brian.forbes@ozk.com

### TRANSACTION PROCESS

Company | Financial Institution

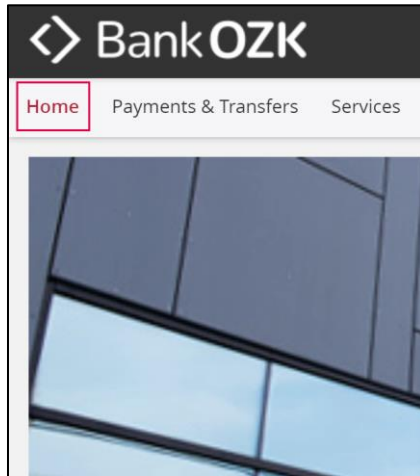
Drafted: Molly Jons - 3/1/2024 8:17 AM  
Approval(s): 1, Molly Jons - 3/1/2024 8:17 AM  
Authorized: 3/1/2024 8:17 AM  
Processed: 3/1/2024

Credits: [0] \$0.00 | Debits: [0] \$0.00  
1-1 of 1 transactions

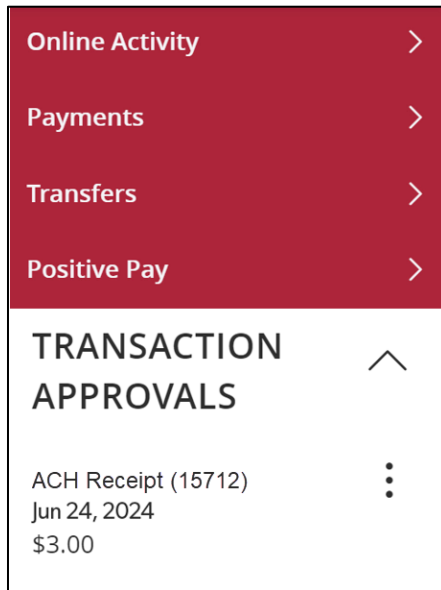
## Accessing Approvals from the Home Page

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

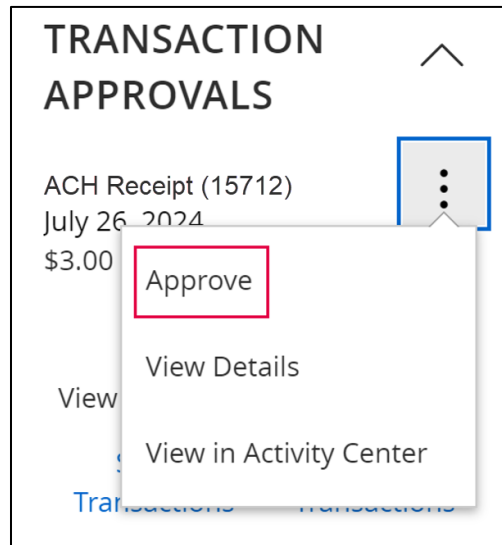
1. Select **Home** to go back to the Home page.  
The Home page displays.



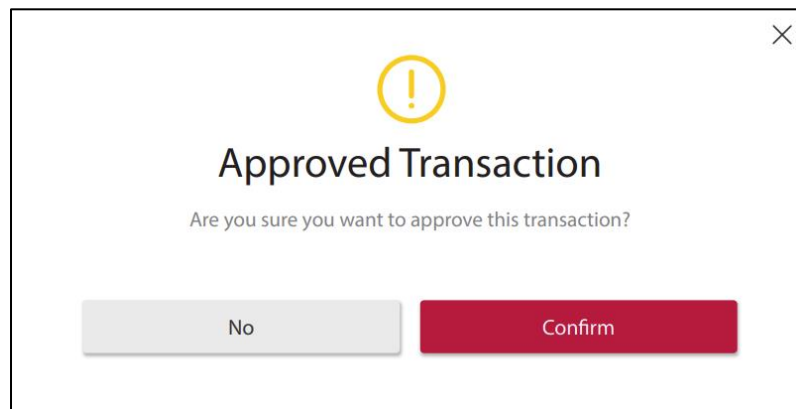
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



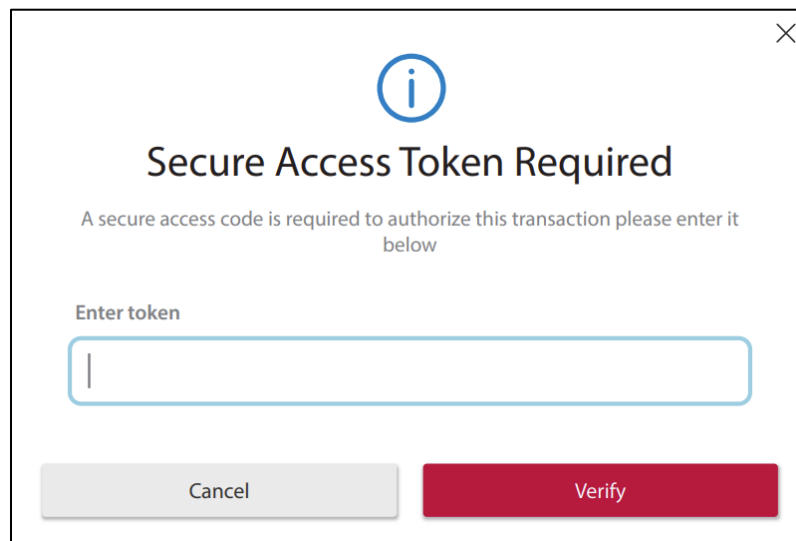
3. Select the ellipsis icon and click **Approve**.



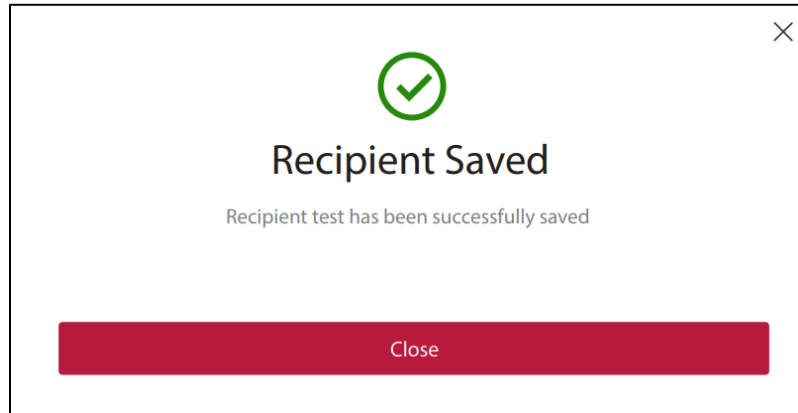
4. Select **Confirm**.



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



The approval is successful.



6. Select **Close**.

The transaction details are available for review.

**Online Activity**

Single Transactions | Recurring Transactions | Deposited Checks

Search Transactions

Active Filters: Transaction ID: 15715

Transaction List	Amount	Date
Drafted ACH Receipt	\$2.00	6/24/2024

Credits: [0] \$0.00 | Debits: [0] \$0.00  
1-1 of 1 transactions

### TRANSACTION DETAILS

ACH RECEIPT  
ACH Name - Brian  
Tracking ID: 15715  
Created Date: 6/24/2024  
Amount: \$2.00

### PAYMENT DETAILS

Tracking ID	15715	Amount	\$2.00
Created	06/24/2024 11:46 AM	Company Entry Description	ACH Single
Created By	Allison Minor	To Account	INTEREST PLUS CHECKING 70915
Process Date	06/24/2024	SEC Code	PPD
Effective	06/25/2024		

### RECIPIENT DETAILS

Show masked details

Name	Account	Type	Routing	Amount
Brian	XXX159	Checking	XXXXX0724	\$2.00

Recipient Information  
ACH Name: Brian  
Email Address: brian.forbes@ozk.com

### TRANSACTION PROCESS

Company | Financial Institution

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)