

Creating ACH Batches

Creating an ACH Batch: NACHA Upload

1. Go to **Cash Manager > ACH > Upload**
2. Search for file. It is recommended to use a file with a .txt file extension
3. Select **Upload**.
The uploaded file status appears. Once in an uploaded status, the batch appears on the batch listing screen.
4. Go to the **Batch Listing** screen.
A generic batch name generated based on a sequence number.
5. From the **Select Option** drop-down menu, select *Edit* to customize the uploaded batch name.

The batch has been successfully created.

Creating an ACH Batch: Manually

1. Go to **Cash Manager > ACH**
2. Select the desired company from the **Create a New Batch For** drop-down list.
3. Complete the batch header information fields, and then select **Submit**.

The screenshot shows a web form titled "New Category" with a help icon. The form contains the following fields and values:

Category Name *	Kim Test	Category *	PPD - Prearranged Payments and Deposits
Company	TSB CM TEST	Company Id *	1111111111
Discretionary Data	Test	Entry Description *	Test

At the bottom right of the form are two buttons: "Cancel" and "Submit".

- **Category (Batch) Name** – Enter a batch name to distinguish the batch for viewing purposes
- **SEC Code** – Select the type of batch you are creating.
- **Company** – The ACH company for which the batch is being created. This will prefill.
- **Company ID** – Enter the ID for the ACH company, this is usually a tax ID.
- **Discretionary Data** – Enter the purpose of the batch; ie: Payroll. The name of the vendor being paid may also be entered here.
- **Entry Description** – Enter the purpose of the batch for the recipient to see
- Select **Submit**

4. Complete the transaction (record) information fields.

Add Record ?

Record Information:

Name * Daisy Duck Addenda Type 00-No Addenda Information
ID Number 12345 Addenda
Amount * 0 . 01
Prenote Creates a separate \$0 record of this entry.

Receiving Financial Institution Information:

Routing * 021308642 Search for ABA # Account Type Checking
Account Number * 123456789 Transaction Type Debit Credit
Status Active Hold

Quick Add Add Multiple Cancel Submit

- **Name** – Enter the recipient of the transaction
- **ID Number** – Enter the recipient ID (ie, employee number)
- **Amount** – the dollar amount of the transaction
- **Prenote** – Select this box to create a separate batch that contains a zero dollar, or test, transaction to verify the recipient’s account information is correct.
- **Addenda Type** – Select the type for the additional information to be transmitted with this record.
- **Addenda** – Enter any additional information
- **Routing** – Enter the receiving financial institution’s routing number.
- **Account Number** – Enter the recipient’s account number
- **Account Type** – Select the type of receiving account.
- **Transaction Type** – Select whether it is a Debit or Credit
- **Status** –
 - Select **Hold** to prevent the transaction from being included within the batch totals. Holding this transaction allows you to initiate the batch without including the transaction, if needed.
 - Select **Active** to include the transaction in the batch.

You must have an offsetting transaction to initiate the batch. EX: If your payroll going out totals \$1500.00 there needs to be a debit of \$1500.00 to offset it.

5. Select **Submit** to add the debit side of the transaction. This will be your bank account information.
6. Select **Add Record** to enter your account information.

Cancel **Add Record** Submit

7. Enter your account information. Tioga State Bank's routing number is 021308642. Click on **Submit**.

Record Information:

Name * Addenda Type

ID Number Addenda

Amount * .

Prenote

Creates a separate \$0 record of this entry.

Receiving Financial Institution Information:

Routing * Account Type

Account Number * Transaction Type Debit Credit

Status Active Hold

8. If you are paying more than one person/vendor in one batch continue to add records as needed. Just make sure that your debit line totals all the credit lines.
9. Verify your credits and debits match and click **Submit**.

Total Debits \$0.01 Total Credits \$0.01

10. Scroll down to the **Initiating a Batch** procedures to send the batch that was just created.

Import Option

The import feature allows for more flexibility when uploading ACH batches by using a combination of upload and manual entry. The batch header information is manually entered, and the transactions are imported from a CSV, fixed position, and tab-delimited file. These files contain transactions but no header or trailer information.

Establishing the Import Layout

Unlike NACHA files (which have a standard format), the information in a CSV, fixed position, and tab-delimited file varies. Before importing transactions, define where information is located in the file.

1. Go to **Cash Manager > ACH > Import Layout**.
2. Select the type of file being imported.
3. Complete the necessary fields to define where information is located in the file, and then select **Save**.

If you do not know the **Transaction Code**, then enter how the **Account Type** and **Transaction Type** are defined in the file.

The import layout for the ACH batch is established. Examples of import layouts:

The CSV and Tab-Delimited Layout

The screenshot shows a web interface titled "CSV File Layout". At the top, there is a dropdown menu labeled "Select Upload Format to Create/Edit:" with "CSV File Layout" selected. Below this, there are several fields for defining the layout:

- Name: 1 (dropdown)
- Account Number: 4 (dropdown)
- ID Number: 2 (dropdown)
- Amount: 5 (dropdown)
- Routing Number: 3 (dropdown)
- * Transaction Code: (dropdown)

A note box states: "*Note: If your file does not contain Transaction Codes, the following fields are required:"

- Account Type: 6 (dropdown)
- Transaction Type: 7 (dropdown)
- Checking Equals: C (text input)
- Savings Equals: S (text input)
- Debit Equals: DR (text input)
- Credit Equals: CR (text input)

At the bottom right, there are three buttons: "Save" (highlighted in green), "Reset", and "Cancel".

The Fixed Position Layout

Fixed Position File Layout

Select Upload Format to Create/Edit: Fixed Position File Layout ▼

Name:	Begin: 1	End: 30	Account Number:	Begin: 37	End: 47
ID Number:	31	36	Amount:	57	67
Routing Number:	48	56	* Transaction Code:		

*Note: If your file does not contain Transaction Codes, the following fields are required:

Account Type:	Begin: 68	End: 68	Checking Equals:	C	Savings Equals:	S
Transaction Type:	69	70	Debit Equals:	DR	Credit Equals:	CR

Save Reset Cancel

Importing Transactions to a New Batch

1. Go to **Cash Management > ACH**.
2. Select the desired company for **Create a New Batch For**.
3. Complete the fields, and then select **Import Record**.

CSV File Layout

Select Upload Format to Create/Edit: CSV File Layout ▼

Name:	1 ▼	Account Number:	4 ▼
ID Number:	2 ▼	Amount:	5 ▼
Routing Number:	3 ▼	* Transaction Code:	▼

*Note: If your file does not contain Transaction Codes, the following fields are required:

Account Type:	6 ▼	Checking Equals:	C	Savings Equals:	S
Transaction Type:	7 ▼	Debit Equals:	DR	Credit Equals:	CR

Save Reset Cancel

4. Select the **Import File Type**:

- NACHA File
- CSV File
- Fixed Position File
- Tab-Delimited File

here.' There is a section titled 'Import File Type:' with a dropdown menu currently set to 'CSV File'. Below the dropdown is a 'Choose File' button and the text 'Sample ACH Import without Offset.csv'. To the right is a yellow 'Import' button."/>

Import File - HrlyPyr12016

Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type.

Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#).

Import File Type:

CSV File

Choose File Sample ACH Import without Offset.csv Import

5. Select the desired file, and then select **Import**.

After the file's status changes to *Uploaded*, the batch appears on the *Batch List* page.

Importing Transactions to an Existing Batch

1. Go to **Cash Management > ACH > Batch List**.
2. Locate and select the existing batch from the *ACH Batch List* you want to import transactions to.
3. Select *Import* from the **Select Option** drop-down list.

ACH Batch List

Total Batches 3 View 10 | 20 | 50 | 100

Create a new batch for: Select Company

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	Select option...
Ready	Payroll	PPD	JHA Air	03/01/2016	\$0.00	\$4,500.00	Semi-Monthly	06/15/2016	Select option...
Ready	January Payroll	PPD	JHA Air	09/16/2014	\$1,650.00	\$1,650.00	None		Select option...
Ready	HrlyPyr12016	PPD	JHA Air		\$0.00	\$5,400.00	None		Select option...
					Total \$1,650.00	\$11,550.00			

Select All Delete Selected Initiate Selected

4. Select the file type.

Import File - HrlyPyr12016 ?

Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type.

Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#).

Import File Type:

CSV File

Choose File Sample ACH Import without Offset.csv **Import**

5. Select the file, and then select **Import**.
After the file's status changes to *Uploaded*, the batch appears in the batch that was selected.

Initiating a Batch

To initiate batches, you must have the cash user **Initiate ACH** entitlement.

1. Go to **Cash Management > ACH > Batch List**
2. Choose a situation and follow the corresponding steps.

Initiating a One-Time Batch

1. Locate and select the desired batch.
2. Select *Initiate* from the **Select Option** drop down list.
3. Complete the **Select Effective Date** field.
4. Check the **Reset to Zero** box if you want the amounts to reset to zero after the batch has been sent.
5. Select **Initiate**.

Initiate Batch ? Total Transactions 4 View 10 | 20 | 50 | 100 | All | Search

Category Name	test11	Category	PPD
Company	JHA Air	Company Id	JHAAIR
Discretionary Data	test	Entry Description	Perftest2

Name	ID Number	Account	Routing	Amount	CR/DR	Held
Jane D	000	0000000000	991234567	\$1,000.00	CR	
John Doe	D1	0000000000	991234567	\$1,500.00	CR	
Jane Doe	0000	0000000000	991234567	\$1,700.00	CR	
John D	D11	123456789	991234567	\$1,200.00	CR	

Total Debits: \$0.00 Total Credits: \$5,400.00

Select Effective Date: Thursday, May 26, 2016

Select Offset Account: CK 1102

Reset amounts to \$0.00 after processing batch:

Cancel **Initiate**

Initiating Multiple One-Time Batches

1. Locate and select the desired batches. Use the check box to the left of the batch names to select multiple batches.
2. Select **Initiate Selected**.
3. Complete the **Select Effective Date** field.
4. Select **Initiate**.

ACH Batch List ? Total Batches 3 View 10 | 20 | 50 | 100

Create a new batch for:

Status	Batch Name	Type	Company	Process Date	Debit	Credit	
<input checked="" type="checkbox"/>	Ready HrlyPyr12016	PPD	JHA Air		\$0.00	\$5,400.00	Select option... ▼
<input checked="" type="checkbox"/>	Ready January Payroll	PPD	JHA Air	09/16/2014	\$1,650.00	\$1,650.00	Select option... ▼
<input checked="" type="checkbox"/>	Ready Payroll	PPD	JHA Air	03/01/2016	\$0.00	\$4,500.00	Select option... ▼
					Total \$1,650.00	\$11,550.00	

Select All Delete Selected Initiate Selected

Multiple One-Time Batches – Quick Initiate

Quick Initiate ?

Apply Effective Date to all Batch records?

Batch	Type	CompanyName	Reset Records*	Debit	Credit	Effective Date	Offset Account
HrlyPyr12016	PPD	JHA Air	<input type="checkbox"/>	\$0.00	\$5,400.00	Thursday, May 26, 2016 ▼	Chk 🔍
Payroll_2016	PPD	JHA Auto	<input type="checkbox"/>	\$0.00	\$4,500.00	Monday, June 6, 2016 ▼	Chk 1111 🔍
* Reset amounts to \$0.00 after processing batch				Total \$0.00	\$9,900.00		

Initiate Cancel

Initiating Same Day ACH Batches

1. Locate and select the desired batches. Use the check box to the left of the batch names to select multiple batches.
2. Select **Initiate Selected**.
3. Select *Same Day ACH* in the **Select Effective Date** drop-down menu.
4. Select **Initiate**.
5. Select **OK** on the *Same Day ACH Confirmation* dialog box.

Initiating a Recurring Batch

1. Locate and select the desired batch.
2. Select **Initiate**.
3. Complete the necessary fields.
4. Select **Initiate**.

Quick Edit ? Total Transactions 5 View 10 | 20 | 50 | Search

Batch Name _Jen SEC Code PPD
 Company Company Id 0000
 Discretionary Data ACH PAYROLL Entry Description ACH
 Restrict Batch

Name	ID Number Δ	Amount	Account	Routing	DR CR	Held <input type="checkbox"/>	Prenote <input type="checkbox"/>	
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="100"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input checked="" type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda

Total Debits \$100.00 Total Credits \$100.00

This batch is ready for approval

Batches waiting for approval appear on the *Batch List* page with a yellow highlight and an *Approval Pending* status.

ACH Batch List ? Total Batches 76 View 10 | 20 | 50 | 100

Create a new batch for:

Status Δ	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
Approval Pending	patricks	PPD	JHA Air		\$0.00	\$3.39	None		Select option... ∇
Approval Pending	dual control tst	PPD	JHA Air		\$0.00	\$5.55	None		Select option... ∇
Initiated	corporate	CTX	JHA Air	04/14/2017	\$0.00	\$9.00	None		Select option... ∇

Once a batch is in the *Approval Pending* status, the system sends an alert to cash users who have opted to receive the ACH Batch Pending Approval alert. A user with batch initiation capabilities is able to log on to NetTeller and initiate the batch.

Working with Prenote Transactions

Prenote transactions allow you to send a test transaction to verify that the recipients account information is correct before sending a credit or debit transaction.

1. Go to **Cash Management > ACH > Batch List**
2. Locate and select the desired batch, and then select *Edit* from the **Select Option** drop-down list.
3. Select **Add Record**

- Complete the transaction information fields. It is recommended to enter 0.01 in the **Amount** field as zero-dollar amount transactions are not allowed.
- Select the **Prenote** check box, and then select *Hold* for the **Status** field. When *Hold* is selected, this transaction is not included in the batch if the batch is initiated.

Record Information:

Name * Addenda Type

ID Number Addenda

Amount * .

Prenote Creates a separate \$0 record of this entry.

Receiving Financial Institution Information:

Routing * Account Type

Account Number * Transaction Type Debit Credit

Status Active Hold

- Select **Submit**. The transaction has been added to the batch but is not included in the batch totals.
- Return to the *Batch List* screen.
A new batch appears beginning with PNT. This label indicates if the prenote batch was created by NetTeller. Initiate this batch to send the prenote transaction.

ACH Category List Total Batches 3 View 10 | 20 | 50 | 100

Create a new category for:

Status	Category Name /i	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
<input type="checkbox"/> Ready	Jeff Test	PPD	TSB CM TEST		\$1.00	\$1.00	None	<input type="text" value="Select option..."/>
<input type="checkbox"/> Ready	Kim Test	PPD	TSB CM TEST		\$1.00	\$1.00	None	<input type="text" value="Select option..."/>
<input type="checkbox"/> Ready	PNT-Kim Test	PPD	TSB CM TEST		\$0.00	\$0.00	None	<input type="text" value="Select option..."/>
					Total \$2.00	\$2.00		

- Select *Quick Edit* from the **Select Options** drop-downs list for the prenote batch.
- Modify the dollar amount as needed, and then clear **Held**. If a balanced batch is required, then modify the offset transaction amount.
- Select **Save**.

Download, Copy, or Delete a Batch

There are several reasons why you may want to download, copy, or delete an ACH batch.

Download a Batch

The download feature allows you to copy batch information into a PDF or a NACHA file. Download the batch in PDF format to maintain a printed or electronic record of initiated batches.

Select a download format

Select a field to sort by

Select sorting order Ascending Descending

Downloading batch information as a NACHA file is useful if the batch was manually created. If a manually entered batch is deleted, the batch information must be manually re-entered (deleted batches cannot be recovered). However, if the batch was saved as a NACHA file, that NACHA file can be uploaded back into NetTeller.

Select a download format

101 061000146 1112228871602041402A094101FRB			
5200	PAYROLL	371360664 PPDPAYROLL	0000000001022309350000012
0000100000000000			0022309354092481
00001			0022309354092482
00001			0022309354092483
00001			0022309354092484
00001			0022309354092485
00001			0022309354092486
00001			0022309354092487
00001			0022309354092488
00001			0022309354092489
00001			0022309354092410
00001			0022309354092411
00001			0022309354092412
00001			0022309354092413
00001			0022309354092414
00001			0022309354092415
00001			0022309354092616
8200000016013656337600000150000000001500000371360664			022309350000012
90000010000020000016013656337600000150000000001500000			

Copy a Batch

The copy feature allows you to copy existing batch information into a new batch. Copying a batch is useful if you are creating a batch and most of the batch information is in an existing

batch. For example, if you were to give your employees a bonus, your employees are already set up in your payroll batch.

New category name *

ACH Category List Total Batches 3 View 10 | 20 | 50 | 100

Create a new category for:

Status	Category Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
<input type="checkbox"/> Ready	Bonus Test	PPD	TSB CM TEST		\$1.00	\$1.00	None	<input type="button" value="Select option..."/>

Delete a batch

Delete batches that are no longer used. Deleted batches cannot be recovered. If a batch is accidentally deleted, re-upload or manually re-enter the batch information.

There are two ways to delete a batch:

- Select *Delete* from the **Select Option** drop-down list, and then select **Delete** on the next screen.

ACH Category List Total Batches 3 View 10 | 20 | 50 | 100

Create a new category for:

Status	Category Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
<input type="checkbox"/> Ready	Bonus Test	PPD	TSB CM TEST		\$1.00	\$1.00	None	<input type="button" value="Select option..."/>
<input type="checkbox"/> Ready	Jeff Test	PPD	TSB CM TEST		\$1.00	\$1.00	None	<input type="button" value="Select option..."/>
<input type="checkbox"/> Ready	Kim Test	PPD	TSB CM TEST		\$1.00	\$1.00	None	<input type="button" value="Select option..."/>
					Total \$3.00	\$3.00		

- Select multiple batches, select **Delete Selected**, and then select **Delete** on the next screen.

ACH Category List Total Batches 3 View 10 | 20 | 50 | 100

Create a new category for:

Status	Category Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
<input checked="" type="checkbox"/> Ready	Bonus Test	PPD	TSB CM TEST		\$1.00	\$1.00	None	<input type="button" value="Select option..."/>
<input type="checkbox"/> Ready	Jeff Test	PPD	TSB CM TEST		\$1.00	\$1.00	None	<input type="button" value="Select option..."/>
<input checked="" type="checkbox"/> Ready	Kim Test	PPD	TSB CM TEST		\$1.00	\$1.00	None	<input type="button" value="Select option..."/>
					Total \$3.00	\$3.00		