

# CASH MANAGEMENT, ACH & WIRE TRANSFER USER GUIDE

Welcome!

This guide will help you get started and make the most of your Cash Management, ACH, and Wire Transfer services. Please note that some features shown may not be available to all users. If you have questions, contact your bank for assistance.

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**All available modules are displayed in this guide. Modules enabled for you will depend on your user access assigned by your Company's Online Banking Administrator.**

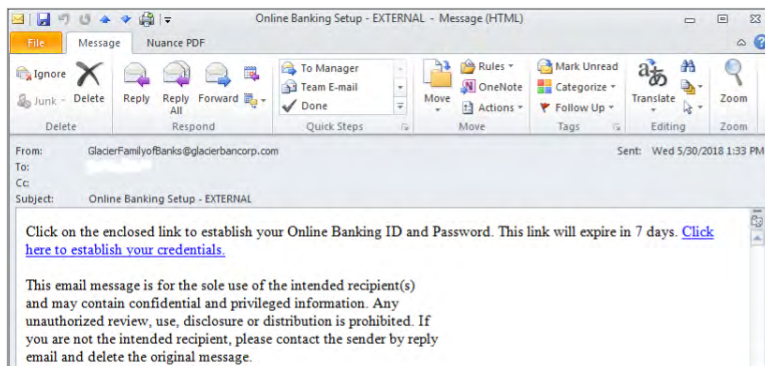
# Logging In

The Company Online Banking Administrator will send you an email when your user profile has been established.

## Step 1

Select the enrollment link within the bank's setup email.

- The **Activate Account** screen appears.



## Step 2

Create your Online Banking ID and password, confirm your password, and then click **Continue**.

Review the Terms and Conditions.

Click **I agree**, and then click **Accept** to proceed.

A screenshot of a web form titled "Activate Account". The text says "To access your accounts, please establish your ID and Password". Below this is a section "Create your new Online Banking credentials" with three input fields: "Online Banking ID", "Online Banking Password", and "Confirm Online Banking Password". A green "Continue" button is at the bottom right.

## Step 3

Select a watermark image, and then click **Submit**.

- This image appears at all future logons and on all pages in Online Banking.

Click **Continue** on the **Security Features** screen.

A screenshot of a web form titled "Please verify your personal image!". It explains that for security, the user must verify their image. It shows a "Current Image" of a tree and a grid of six "Personal Icon" options. The user is prompted to "Click to Select or Change your Image". Navigation buttons include "<<< Prev", "Next >>>", "Cancel", and "Submit".

## Step 4

Select a question from each drop-down field, and then input an answer.

A screenshot of a web form titled "Verification Questions (required)". It contains three questions, each with a drop-down menu for selection and a text input field for the answer. Question One: "What is your spouse's middle name?" with answer "Jane". Question Two: "What was the name of your first pet?" with answer "Buddy". Question Three: "Select Question..." with a dropdown menu showing various questions, and the selected question is "What is the first name of the youngest of your siblings?" with answer "John".


# Logging In

## Step 5

Click **Submit**, and then click **Confirm** on the **Settings Modification** screen.

- If needed, edit the answer before clicking Confirm. Once you click Confirm, you cannot modify questions and answers.

Enter or verify the email address on file, and then click **Submit**.



Settings Modification (optional)

If you would like to change the verification information you previously selected, please do so. It is not required that you change your information.

Question One: What is your spouse's middle name?  
Answer: Jane

Question Two: What was the name of your first pet?  
Answer: Buddy

Question Three: In which city did you meet your spouse?  
Answer: Anytown

Edit Confirm

## Step 6

You may be required to register a Security Token. Indicate if you have received your physical token or downloaded your VIP Access virtual token.



Register your Security:

Have you received your Security Token?

Yes No

## Step 7

Enter the **token Serial Number/Credential ID** and six-digit **Token/Credential Code**.

**▲ Note:** For physical tokens, the serial number is on the back of the token.

Click **Submit**. A Success message appears.



Register your Security:

Secure Token Users: Please enter the alpha-numeric Serial Number located on the back of your Secure Token beginning with AVT. Enter the Token/Credential Code, by pressing the button on the face of the secure token. Virtual Token Users: Please enter the 12-digit alpha-numeric Credential ID located within the VIP Access app. Please do not include any spaces. Enter the Token/Credential Code (Security Code) presented on the VIP Access app.

Serial Number/Credential ID

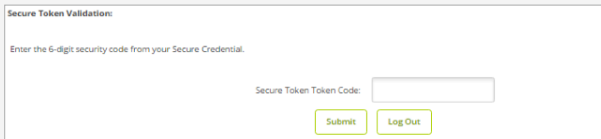
Token/Credential Code

Submit Cancel

## Step 8

On the face of the physical token or from the Symantec app, enter the six-digit **code**. Click **Submit**.

- You have now successfully set up your cash management credentials.



Secure Token Validation:

Enter the 6-digit security code from your Secure Credential.

Secure Token Token Code:

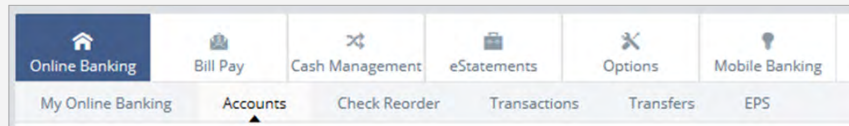
Submit Log Out



# Dashboard/Home Page

All available modules are discussed in this section. Modules enabled for you will depend on your user access assigned by your Company's Online Banking Administrator. Click the tab to access the available options for each online banking module.

- **Online Banking** – Access accounts, transactions, transfers, order checks and account activities.
- **Bill Pay** – Establish payees, schedule and review bill payments and bill payment history.
- **Cash Management** – Access the ACH, Wire, and Tax Payment modules, User administration, and Reporting.
- **eStatements** – Access bank statements with check images, select notices, create additional recipients to view statements.
- **Options** – Change PIN/Password information, email address, account settings, default display options, and establish email/text/login alerts.
- **Mobile Banking** – Select accounts to show on mobile banking, change cell phone number/provider.



## Accounts

All available Account fields are discussed in this section. Fields enabled for you will depend on your user access.

Accounts are separated into three categories: Deposit, Loan, and Other. You will only see categories and accounts to which you have been given access.

- **Balance** – Account's available balance.
- **Status** – Status of the account – New, Dormant or Closed.
- **Customer Summary Information** – Summarizes the total dollar amount in all deposit accounts as well as any loan accounts that you have access to.
- **View** – Change the number of accounts displayed per page.
  - o Select a default display setting under **Options > Display Settings**.

A screenshot of the Online Banking Accounts page. The navigation bar at the top is identical to the one in the previous image. Below the navigation bar, the page content is divided into sections. The first section is a welcome message: "Welcome DEMO - ONLINE BANKING!". The second section is titled "Deposit Accounts" and includes a table with columns: Account (Click for Details), Balance, Status, and Options. The table lists two accounts: "DEMO CHECKING" with a balance of 2.00 and "DEMO SAVINGS" with a balance of 2.00. The third section is titled "Other Accounts" and includes a table with columns: Account, Balance, Status, and Options. The table lists one account: "5X9 101 0001". The fourth section is titled "Customer Summary Information" and displays summary statistics: "2 Deposit accounts with a total balance of 4.00" and "1 Other accounts with a total balance of 0.00". At the bottom, there is a footer with login information: "You last accessed your Online Banking account on Wednesday, July 25, 2018 12:02:57 PM Mountain Time" and "You have accessed Online Banking 6900 time(s) since Tuesday, October 26, 2004 12:09:26 PM Mountain Time" with a "Reset this counter" link.

# Dashboard/Home Page

## Account Activity Options

All available Account Activity Options are discussed in this section. Options enabled will depend on your user access. Click **Select Options** to view available Options in the drop-down list.

- **Transactions** – View transactions posted to the account, view images, and search for specific transactions.
- **Download** – Download transaction history in different formats (Microsoft Money, Spreadsheet, QuickBooks, etc.)
- **Statements** – View account statements. Statement history is available for up to 12 months.
- **Stop Payments** – Add or view stop payments for the account.
- **Transfers** – Add, view, edit or delete account-to-account funds transfers. Transfers that have been set up by the bank cannot be edited or deleted.
- **Prior Day** – Displays prior day information for the selected account. This information is updated nightly.
- **Current Day** – Displays current day information for the selected account. This information is updated throughout the day.

Account (Click for Details)	Balance	Status	Options
<a href="#">DEMO CHECKING</a>	2.00		<div>Select Option Transactions Download Statements Stop Payments Transfers Prior Day Current Day</div>
<a href="#">DEMO SAVINGS</a>	2.00		

## Transactions

Transactions can be sorted by clicking on the column header. Columns available for sorting are Date, Ref/Check No., Debit, and Credit.

- **Current Transactions** – View, download and search most recent 90 days of transactions.
- **Download** – Download transactions into Personal or Commercial Financial Management software, or as a text file or spreadsheet.
- **Search** – Search for specific transactions that have posted to your account.
- **View Range** – Change the number of transactions displayed. Select a default display setting under **Options > Display Settings**.

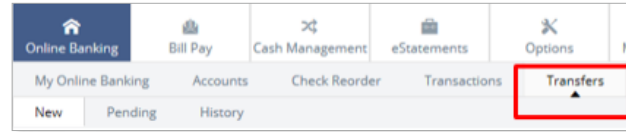
Date ▾	Ref/Check No.	Description	Debit	Credit	Balance
07/06/2018		ACH TEST REFUND		1.00	2.00
06/29/2018		Int Bnking ACH batch	(1.00)		1.00
<b>Totals:</b>			Debits: (1.00)	Credits: 1.00	

# Dashboard/Home Page

## Transfers

Click on the tab to see available options for:

- **New** – Schedule new funds transfers.
- **Pending** – View, Edit, and Delete scheduled transfers.
- **History** – View processed transfers.



### Add New Funds Transfer

- **Transfers funds from** – The account that will be debited for the funds transfer.
- **Transfer funds to** – The account that will be credited.
- **Payment Options** – Payment options are available if you are transferring to a loan account.
- **Transfer Amount** – The dollar amount of the funds transfer.
- **Frequency** – How often the transfer will occur. Options include One-Time, Weekly, Bi-Weekly, Semi-monthly and Monthly.
  - o Depending on the frequency selected, additional fields will display on the page – e.g., expiration date, day of month, etc.
- **Transfer Date** – Enter the date that the transfer is effective.
- **Transfer Memo** – Enter a description for the funds transfer. This information displays with the transaction and on your statement.

Click **Submit**.

Review the Funds Transfer information. Click **Edit** to change the information or click **Confirm** to schedule the transfer.

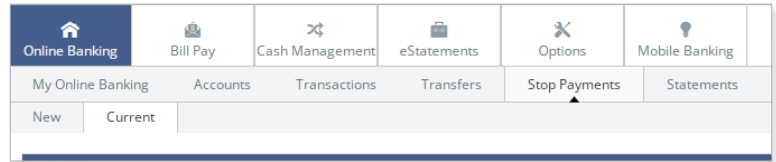
A Transfer Summary and Confirmation Number is displayed. Retain this information for your records. Click **Add Another Transfer** to enter another transfer of funds or click **Pending** in the navigation menu to review any scheduled transfers.

# Dashboard/Home Page

## Stop Payments

Click on the tab to see available options for:

- **New** – Place a new Stop Payment on the selected account.
- **Current** – View Stop Payment placed on the selected account.



### Add a New Stop Payment

Enter the following information, if known. For blank checks, enter today's date, \$0.00 and "Blank" for the Payee.

- **Add Stop Payment for Account** – Select the account to which you want to add the Stop Payment.
- **Check Date** – Enter the date the check was issued.
- **Check Number** – Enter the number of the check for which you are placing the stop.
- **Amount** – Enter the dollar amount of the check.
- **Payee** – Enter the name of the person or company to which you issued the check.
- **Remark** – Enter any remarks about the item or Stop Payment (e.g., lost check, duplicate).

Click **Submit** to review the Stop Payment information.

\* Indicates Required Field

Add Stop Payments for Account: DEMO CHECKING

\* Check Date: 07/25/2018

\* Start Check Number:

End Check Number: (optional)

\* Amount:

\* Payee:

Remarks: (optional)

Remarks2: (optional)

Remarks3: (optional)

Remarks4: (optional)

Remarks5: (optional)

Submit Cancel

Review the Stop Payment information. Click **Edit** to change the information or **Confirm** to complete the setup of the Stop Payment.

Add Stop Payment for Account: DEMO CHECKING

Check Date: 07/25/2018

Check Number: 1000

Amount: 1.00

Payee: Test

Edit Confirm

Click **Add Another Stop** to enter another Stop Payment or click **Current** in the navigation menu to review existing Stop Payments.

**Note:** You must contact the bank to revoke any Stop Payments.

07/25/2018 12:52 PM Mountain Time

Name: DEMO - ONLINE BANKING

Online Banking ID: 764500106732

Cash Management ID: jrogers

Account Name: DEMO CHECKING

Account Number: 0000001000015106

Check Date: 07/25/2018

Check Number: 1000

Amount: 1.00

Payee: Test

Signature: \_\_\_\_\_

Add Another Stop



# Dashboard/Home Page

## Statements

Statement History is available for 12 months. Statements are available in three formats:

- PDF
- Text
- HTML

Use the **Select Format to View** drop-down next to the statement to choose the viewing format. Select a different account from the **View Statements** drop-down menu to view a statement for another account.

View Statements for: DEMO CHECKING ▼		
View Statements ?		
Statement Date:	Description:	Select Format to View:
06/30/2018	This is your detailed analysis statement	Select option... ▼
06/29/2018	This is your statement	Select option... ▼
05/31/2018	This is your statement	Select option... ▼

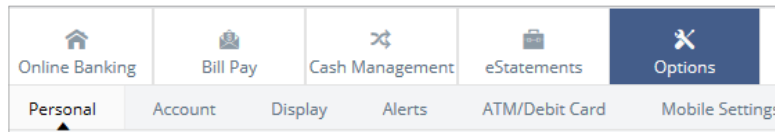
## EPS – Remote Deposit

Users with access to process Remote Deposits can click **EPS** to launch the Remote Deposit application.

Online Banking	Bill Pay	Cash Management	eStatements	Options	Mobile Banking
My Online Banking	Accounts	Check Reorder	Transactions	Transfers	EPS

# Options – Manage User Profile Settings

All available Profile Settings modules are discussed in this section. Modules enabled for you will depend on your user access assigned by your Company's Online Banking Administrator. Click the tab to access the available options for each online banking module.



## Personal

### Modify Personal Settings

- Change the company Email Address (only accessible to Full or Partial Administrators). Only Company Administrators can change the cash user's email addresses.
- Change Mobile Phone Number to receive text alerts.
- Change Personal Watermark image to select a new image.

Click **Submit**.

### Address Change

Changes for the company address or phone number can be submitted here. Generally, these requests are processed within 2 business days.

**⚠ Note:** *This only updates the main company record attached to this online banking ID. Contact your local branch directly to update multiple company or individual records.*

### Modify Login Information

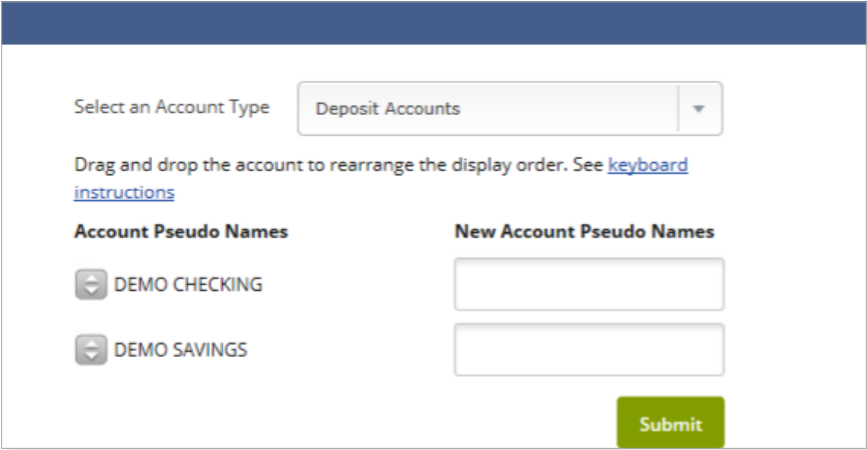
- **Online Banking Wire Password** – Four-digit Personal ID Number for initiating wire transfers.
- **Online Banking ID** – Enter new online banking login ID.
- **Online Banking Password** – Enter new password.

Click **Submit**.

# Options – Manage User Profile Settings

## Account

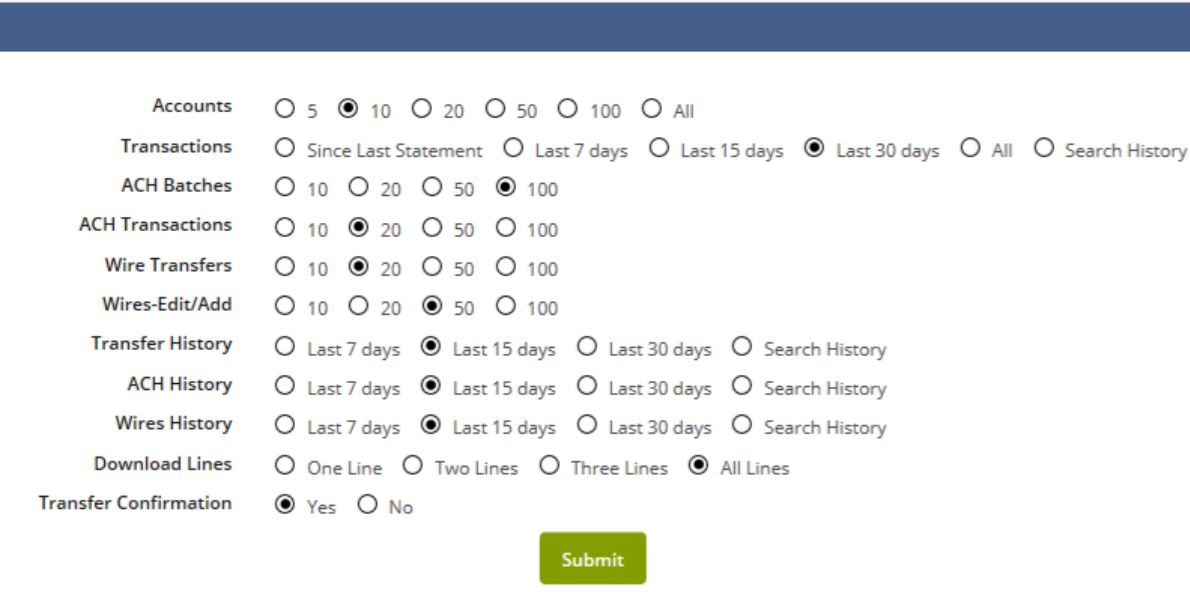
Users with the Full or Partial Administrator permissions can change account names and the appearance order of the accounts.



The screenshot shows a web form for managing account settings. At the top, there is a dropdown menu labeled "Select an Account Type" with "Deposit Accounts" selected. Below this, a text instruction reads: "Drag and drop the account to rearrange the display order. See [keyboard instructions](#)". The form is divided into two columns. The left column, titled "Account Pseudo Names", contains two items: "DEMO CHECKING" and "DEMO SAVINGS", each with a small square icon to its left. The right column, titled "New Account Pseudo Names", contains two empty text input fields. At the bottom right of the form is a green "Submit" button.

## Display Defaults

Use the Display tab to establish permissions and set the amount of data that appears.



The screenshot shows a web form for setting display defaults. It contains a list of settings, each with a label and a set of radio buttons. The settings are: "Accounts" (radio buttons for 5, 10, 20, 50, 100, All, with 10 selected), "Transactions" (radio buttons for Since Last Statement, Last 7 days, Last 15 days, Last 30 days, All, Search History, with Last 30 days selected), "ACH Batches" (radio buttons for 10, 20, 50, 100, with 100 selected), "ACH Transactions" (radio buttons for 10, 20, 50, 100, with 20 selected), "Wire Transfers" (radio buttons for 10, 20, 50, 100, with 20 selected), "Wires-Edit/Add" (radio buttons for 10, 20, 50, 100, with 50 selected), "Transfer History" (radio buttons for Last 7 days, Last 15 days, Last 30 days, Search History, with Last 15 days selected), "ACH History" (radio buttons for Last 7 days, Last 15 days, Last 30 days, Search History, with Last 15 days selected), "Wires History" (radio buttons for Last 7 days, Last 15 days, Last 30 days, Search History, with Last 15 days selected), "Download Lines" (radio buttons for One Line, Two Lines, Three Lines, All Lines, with All Lines selected), and "Transfer Confirmation" (radio buttons for Yes, No, with Yes selected). A green "Submit" button is located at the bottom center of the form.

# Options – Manage User Profile Settings

## Alerts

**Current Event Alerts** – Set up the items or watches that trigger alerts. Select event alerts to be sent to Cash Management and other online users when specific transactions, such as wire transmissions, ACH EDI transactions, and ACH batches are initiated through online banking.

Current Event Alerts ?		<a href="#">Edit Event Alerts</a>
<b>When the following Occurs:</b>	<b>Alert Me:</b>	
Positive Pay Exceptions	With an Email	
Transfers Expired	With an Email	
ACH Batches Initiated	With an Email	
Wires Transmitted	With an Email	
Expiring Transfers	With an Email	
ACH Batches Uninitiated	With an Email	

**Current Balance Alerts** – Set up an alert to be notified when a balance is above or below a set amount.

Current Balance Alerts ?				<a href="#">Add Balance Alerts</a>
<b>When Balance In:</b>	<b>Goes:</b>	<b>Amount:</b>	<b>Alert Me:</b>	
DEMO CHECKING	Below	\$0.01	With an Email	<a href="#">Edit</a> <a href="#">Delete</a>

**Current Item Alerts** – Set up an alert to be notified when a specific item number clears.

Current Item Alerts ?
<b>When An Item clears:</b> <b>Account:</b>
There are currently no Item Alerts set up.

**Current Personal Alerts** – Set up an alert for a specific date or create a personalized alert message.

Current Personal Alerts ?
<b>On the Following date:</b> <b>Remind me of:</b>
There are currently no Personal Alerts set up.



# Options – Manage User Profile Settings

## ATM/Debit Card

Business Debit Cards are listed on this page. Debit Cards can be activated or reported lost/stolen. Check the appropriate box. Click **Submit**.

Items per page: 10   20   50   100   All		
Current Status	Activate	Lost/Stolen
Active	<input type="checkbox"/>	<input type="checkbox"/>
Active	<input type="checkbox"/>	<input type="checkbox"/>

## Cash Management Reporting

The Cash Management system offers various reporting options that will help you to manage your accounts. Click the **Reporting** tab to view the reports that best fit your needs.

Online Banking	Bill Pay	Cash Management	eStatements
ACH	Wires	ARP	Users
Prior Day	Current Day	Position	Activity

## Prior Day

Click the **Prior Day** tab and the account to view prior day balance information and activity totals.

Prior Day Information ?			
View Prior Day Information for: DEMO CHECKING ▼			
Prior Account Information			
DEMO CHECKING / DEMO - ONLINE BANKING			
Close of Business.....	October 26, 2022	Prior Day Activity	
		Debits	Credits
Available Balance....	2.00		ACH Items
Collected Balance....	2.00	0.00	0.00
Ledger Balance.....	2.00		
Interest Rate.....	0.000000%		Inclearing
Hold Amount.....	0.00	0.00	0.00
One-day Float.....	0.00	Over-the-counter	
Two-day Float.....	0.00	0.00	0.00
Three-day Float.....	0.00		
Over 3-day Float....	0.00	Wires	
		0.00	0.00
		Transfers	
		0.00	0.00
		Total	
		0.00	0.00

# Cash Management Reporting

## Current Day

Click the **Current Day** tab and the account to view current day account information and activity totals.

The screenshot shows a web application window titled "Current Day Information" with a help icon. Below the title bar, there's a label "View Current Day Information for:" followed by a dropdown menu set to "DEMO CHECKING". The main content area is titled "Current Account Information" and displays "DEMO CHECKING / DEMO - ONLINE BANKING". It shows the "As of Date" as "October 26, 2022". A table lists various account balances and activity totals.

		Current Day Activity	
		Debits	Credits
Available Balance....	2.00	ACH Items	
Collected Balance....	2.00	0.00	0.00
Ledger Balance.....	2.00		
Interest Rate.....	0.000000%	Inclearing	
Hold Amount.....	0.00	0.00	0.00
Current Available....	2.00	Over-the-counter	
		0.00	0.00
		Wires	
		0.00	0.00
		Transfers	
		0.00	0.00
		Total	
		0.00	0.00

## Position

Click the **Position** tab and the link to view the Cash Management data for prior day balance and transaction totals. The Position report displays all accounts tied to the Online Banking ID, regardless of user permissions.

The screenshot shows a Notepad window titled "7ad290d8-efb9-4aae-9099-757f6b051754 - Notepad". The text inside is a report for a checking account. It includes sections for "PRIOR DAY BALANCE INFORMATION", "TRANSACTIONS TOTALS SINCE LAST STATEMENT", "PRIOR DAY TRANSACTIONS", and "CURRENT DAY BALANCE INFORMATION".

ACCOUNT NUMBER: [REDACTED] CHECKING  
ACCOUNT NAME: [REDACTED]  
PRIOR DAY BALANCE INFORMATION  
PRIOR DAY DATE: 01/31/16  
TRANSACTIONS TOTALS SINCE LAST STATEMENT  
ACH DEBITS: 0.00  
ACH CREDITS: 0.00  
ATM DEBITS: 0.00  
ATM CREDITS: 0.00  
CHECKS/OTH DEBITS: 0.00  
DEPOSITS/OTH CREDITS: 1.00  
PRIOR DAY DEBITS: 0.00  
PRIOR DAY CREDITS: 1.00  
OPENING LEDGER BAL: 75.33  
CLOSING LEDGER BAL: 76.33  
CLOSING AVAILABLE BAL: 75.33  
CLOSING COLLECTED BAL: 75.33  
HOLD AMOUNT: 0.00  
ONE\_DAY FLOAT: 0.00  
TWO\_DAY FLOAT: 0.00  
THREE\_DAY FLOAT: 0.00  
OVER 3\_DAY FLOAT: 0.00  
PRIOR DAY TRANSACTIONS  
DATE CHECK # AMOUNT DR/CR DESCRIPTION  
02/01/16 1.00 CREDIT 02224083228686 test  
TOTAL DEBITS: 0 TOTAL CREDITS: 100  
CURRENT DAY BALANCE INFORMATION  
CURRENT DATE: 03/09/16  
CURRENT AVAILABLE BAL: 77.33  
CURRENT COLLECTED BAL: 76.33

# Cash Management Reporting

## Activity

Click the **Activity** tab to view up to 90 days of activity. Users that have access to run reports on multiple accounts will have all the accounts listed.

Account	Description	Type	Account	Balance
<input type="checkbox"/>	5X9 101 0001	SafeDepositBox	*0159	0.00
<input type="checkbox"/>	DEMO CHECKING	Checking	*5106	2.00
<input type="checkbox"/>	DEMO SAVINGS	Saving	*2093	2.00

**Date Range**

☒ Between Dates ☐ Specific Date ☐ Previous # of Days ☐ Previous Business Day

From: 09/01/2022

To: 09/30/2022

**Transaction Type**: All Transactions

By Amount \$  Begin  End

By Check #  Start  End

Subtotal per Account ☒

Save Report Criteria ☐

You can choose to **Save Report Criteria** which can be accessed under **Saved Reports** and quickly run the report.

Save Report Criteria ☒

Report Name:

The Activity report can be saved in multiple formats:

The balance column indicates the account's balance as of that transaction's posting date and time.

Account	Date	Ref Num	Tran Code	Statement Description	Debit	Credit	Balance
ANALY BC 0000	04/27		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		17,209.00	1,240,471.24
ANALY BC 0000	04/25		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		15,567.00	1,223,262.24
ANALY BC 0000	04/24	1038	90	Check 1038	(46.10)		1,207,695.24
ANALY BC 0000	04/24	1037	90	Check 1037	(55.53)		1,207,741.34
ANALY BC 0000	04/24		20	Regular Deposit		28.67	1,207,796.87
ANALY BC 0000	04/21		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		14,789.00	1,207,768.20
ANALY BC 0000	04/20		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		18,382.00	1,192,979.20
ANALY BC 0000	04/18		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		11,506.00	1,174,597.20
ANALY BC 0000	04/13		227	ATM CARD# 0000	(40.00)		1,163,091.20
ANALY BC 0000	04/13		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		13,925.00	1,163,131.20

Word  
Excel  
PowerPoint  
PDF  
TIFF file  
MHTML (web archive)  
CSV (comma delimited)  
**Data Feed**

Page 1 of 1

# Cash Management Reporting

## Summary

Click the **Summary** tab to view up to 90 days of activity.

Account	Description	Type	Account	Balance
<input type="checkbox"/>	5X9 101 0001	SafeDepositBox	*0159	0.00
<input type="checkbox"/>	DEMO CHECKING	Checking	*5106	2.00
<input type="checkbox"/>	DEMO SAVINGS	Saving	*2093	2.00

Date Range

☒ Between Dates    ☐ Specific Date    ☐ Previous # of Days    ☐ Previous Business Day

From: 09/01/2022

To: 09/30/2022

Save Report Criteria ☐

ANALY BC	0000	Checking	* 0000							
Date	Total Credits	Total Debits	One Day Float	Two Day Float	Current Balance	Available Balance	Collected Balance	# of Credits	# of Debits	
04-01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	
04-02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	
04-03	25.00	0.00	0.00	0.00	1,085,162.42	1,085,162.42	1,085,162.42	1	0	
04-04	18,847.00	0.00	0.00	0.00	1,104,009.42	1,104,009.42	1,104,009.42	1	0	
04-05	0.00	1,676.81	0.00	0.00	1,102,332.61	1,102,332.61	1,102,332.61	0	3	
04-06	18,459.00	0.00	0.00	0.00	1,120,791.61	1,120,791.61	1,120,791.61	1	0	
04-07	0.00	400.00	0.00	0.00	1,120,391.61	1,120,391.61	1,120,391.61	0	1	
04-08	0.00	0.00	0.00	0.00	1,120,391.61	1,120,391.61	1,120,391.61	0	0	
04-09	0.00	0.00	0.00	0.00	1,120,391.61	1,120,391.61	1,120,391.61	0	0	
04-10	18,459.00	0.00	0.00	0.00	1,138,850.61	1,138,850.61	1,138,850.61	1	0	
04-11	14,002.00	3,646.41	0.00	0.00	1,149,206.20	1,149,206.20	1,149,206.20	1	6	
04-12	0.00	0.00	0.00	0.00	1,149,206.20	1,149,206.20	1,149,206.20	0	0	
04-13	13,925.00	40.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	1	1	
04-14	0.00	0.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	0	0	
04-15	0.00	0.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	0	0	
04-16	0.00	0.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	0	0	
04-17	0.00	0.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	0	0	
04-18	11,506.00	0.00	0.00	0.00	1,174,597.20	1,174,597.20	1,174,597.20	1	0	
04-19	0.00	0.00	0.00	0.00	1,174,597.20	1,174,597.20	1,174,597.20	0	0	
04-20	18,382.00	0.00	0.00	0.00	1,192,979.20	1,192,979.20	1,192,979.20	1	0	
04-21	14,789.00	0.00	0.00	0.00	1,207,768.20	1,207,768.20	1,207,768.20	1	0	
04-22	0.00	0.00	0.00	0.00	1,207,768.20	1,207,768.20	1,207,768.20	0	0	

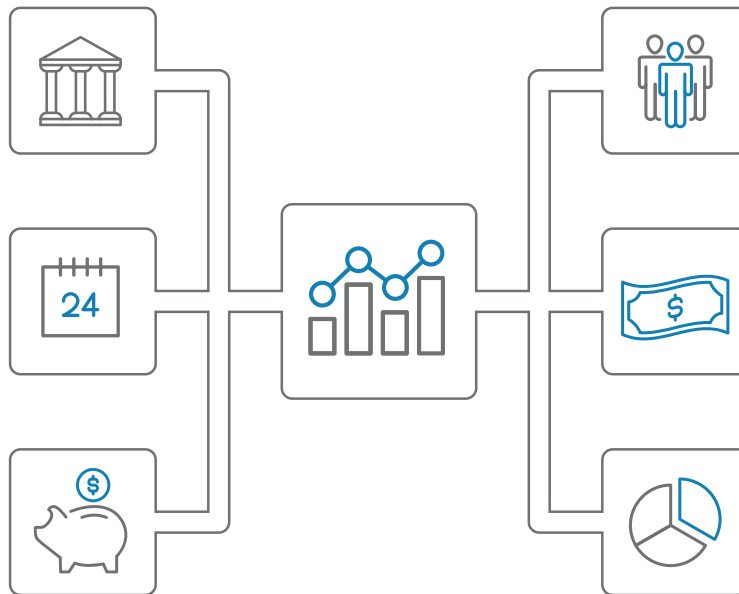
## Saved

Click the **Saved** reports tab to view all saved reports. Click **Run Report** and it will automatically load. Options to **Rename** or **Delete** are available.

Saved		
Saved Report Name:	Report Type:	
Arthur Test	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
Daily Custom Report	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
daily report	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
Daily Report 2	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
Daily Report2	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
Dalton	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
FCB Test	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
Monthly Report	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
Monthly Review	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
Monthly Transactions	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
Weekly Report	Activity	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>
Weekly	Summary	<a href="#">Run Report</a> <a href="#">Rename</a> <a href="#">Delete</a>



# ACH



The ACH module allows you to pay or collect money from individuals or companies. For example, you could send a payroll file or collect monthly dues from individuals using ACH. There are two ways to originate an ACH transaction: ACH Batch or NACHA File Upload.

## *The following terms are used for Cash Management ACH transactions:*

- **ACH Batch** – A “template” that contains one or more account information records for the Recipient for a specific purpose (i.e., payroll or collections). Using a batch allows for quick entry of the transaction amounts since the account information is already entered.
- **Company** – A Company that you are authorized to initiate ACH transactions for. The Company Name will display in the ACH transaction.
- **Credit** – A transaction that is paying/sending money to a Recipient.
- **Debit** – A transaction that is collecting/receiving money from a Recipient.
- **Effective Date** – The date the entry will be posted.
- **Entitlement** – Access rights granted to cash users.
- **Full ACH Control** – Full ACH Control allows you to create/upload and initiate an ACH batch without requiring dual control.
- **NACHA File** – A file that is produced from your accounting software and contains the Recipient's account information and the amount of the transaction. This file is formatted to the NACHA standards and allows for quick upload to our Cash Management system.
- **Prenote** – A zero-dollar test transaction sent to validate bank account information.
- **Recipient** – The individual or business whom you are sending money to (crediting) or receiving money from (debiting).
- **Record** – The account information for the Recipient including account number, routing/ABA number, type of transaction, etc.
- **Single Entry Transaction** – A single Recipient's account information is entered and originated.
- **Transaction** – The credit or debit entry that will post to the Recipient's account.

# ACH

## Create an ACH Batch

You create an ACH batch by entering the Recipient's account information into the batch. Once the batch is created, you can click on the batch, enter the transaction amounts, and submit the batch, saving time by not having to enter the account information again.

### Step 1

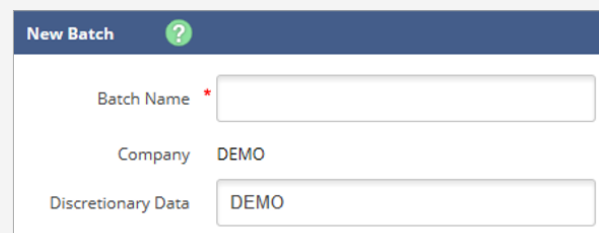
Click **Cash Management > ACH** tab > **ACH** tab again.  
Select the Company to originate from in the drop-down **Create a new batch for** field.



### Step 2

Complete the following fields:

- **Batch Name** – Enter the ACH batch name. This value distinguishes the batch the Cash Management user's benefit when viewing batches on the ACH Batch List screen.
- **Company** – The ACH Company for which the ACH batch is being created. This value prefills based on the Company selected on the first screen.
- **Discretionary Data** – Enter the purpose of the ACH batch.

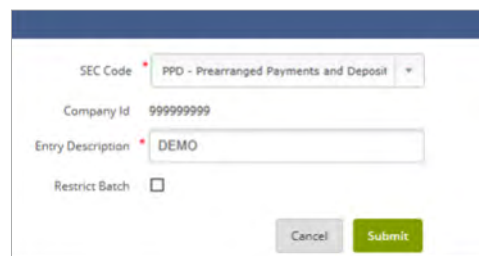


### Step 3

Complete the following fields:

- **SEC Code** – Available options are listed in the drop-down.
  - ▲ **Note:** Each batch can only contain one type of SEC Code.
  - o **PPD** – Use for individuals such as payroll or dues
  - o **CCD** – Use for businesses such as making/collecting payments
- **Company ID** – This value prefills based on the associated value indicated in the bank's system.
- **Entry Description** – Enter the purpose of the ACH batch which appears to the recipient. (i.e., Payroll or Collections)
- **Restrict Batch** – Check this box to prevent Cash Management users without restricted batch access from viewing/working with the batch.

Click **Submit**.



# ACH

## Step 4

Complete the following fields on the **Record Information** screen to add a single record to the batch. Fields with an asterisk (\*) are required.

**▲ Note:** *If you don't have the designated offset accounts in your company setup with the Bank, you may need to add a record in the batch with your company bank account to balance the debits and credits in the batch.*

- **Name\*** – Enter the recipient of the transaction.
- **Addenda Type** – Additional information (Addenda) can be sent with the transaction. If you are sending addenda information with the transaction, select the type for the additional addenda information to be transmitted with this transaction. This field is used only for PPD, CCD, or CTX SEC codes as indicated when the batch was created.
- **ID Number** – Enter the recipient identification number (alphanumeric), if applicable (i.e., employee number).
- **Addenda** – Enter the additional information (Addenda) to be transmitted with this transaction. Only to be used for PPD, CCD, or CTX SEC codes.
- **Amount\*** – Enter the dollar amount of the transaction.
- **Prenote** – Click this check box to create a separate batch that contains a zero dollar, or test, transaction to verify the recipient's account information is correct.
- **Routing\*** – Enter the receiving financial institution's routing/ABA number. Click **Search for ABA #** to search or verify the routing number.
- **Account Type** – Select the type of receiving account.
- **Account Number\*** – Enter the recipient's account number.
- **Transaction Type** – Click whether the transaction is a Debit or Credit.
- **Status** – Choose one of the following:
  - Click **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.
  - Click **Active** to include the transaction in the batch.

**Add Record** ?

**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

Quick Add

Add Multiple

Import Record

Cancel

Submit

# ACH

## Step 5

Choose one of the following options:

- Click **Quick Add** to save this record and enter a new record.
- Click **Add Multiple** to add up to 15 records to the batch. When in this view, click **Quick Add** to save your records and enter additional records.

Click **Submit** when all records are entered.

**⚠ Note:** Clicking *Submit* only creates the batch. You must initiate the batch (if you have the *Initiate Entitlement*) or have an authorized user in your Company initiate the batch.

**Quick Add screen:**

Multi-Record Entry / Demo Payroll

Prenote ☐ Creates a separate \$0 record for each entry

	Name	ID #	Routing #	Account #	Chk Sav	Amount	DR CR
1					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
	Addenda						
2					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
	Addenda						
3					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
	Addenda						
4					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
	Addenda						
5					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
	Addenda						
15					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
	Addenda						

Cancel Quick Add Submit



**Important:** Users who do not have Full ACH Control cannot initiate payments they have created or modified. These users are presented with the **This batch is ready for approval** check box. By checking the box, an Approval Pending email and text (if mobile numbers were entered) are sent to alert another user in the Company that the ACH batch is ready to be Initiated. Click **Submit**.

**⚠ Note:** In order to receive the email notification, users with ACH access must turn on the [Event Alert](#) **ACH Batch is pending approval** under **Options > Alerts > Events**.

Total Debits \$0.01 Total Credits \$0.01

This batch is ready for approval ☒

Cancel Submit Add Record

### Sample Email:

From: Glacier Family <[glacierfamilyofbanks@glacierbancorp.com](mailto:glacierfamilyofbanks@glacierbancorp.com)>  
Sent: Thursday, October 27, 2022 1:07 PM  
Subject: Glacier Family of Banks Email/Text Alert

DEMO - ONLINE BANKING  
The following ACH batch is pending approval:  
Category: Dual Control

For details, please log in to your Glacier Family of Banks account.

PLEASE DO NOT RESPOND TO THIS EMAIL. THIS COMES FROM AN AUTOMATED MAILBOX THAT IS NOT MONITORED.



# ACH

## ACH Batch List

The **ACH Batch List** is a listing of batches already created/uploaded in Online Banking. This is the main page from which you will conduct tasks related to ACH transactions. You can [Initiate](#), [Download](#), [Copy](#) or [Delete](#) a Batch from this page. Batches will remain in this list to be used as templates unless they are Deleted.

The following ACH **Statuses** are used:

- **Ready** – Batch can be edited. If the batch is in balance, it may also be initiated.
- **Uploaded** – Batch has been uploaded or imported from another software.
- **Initiated** – Batch has been sent to the bank for processing.
- **Processed** – Batch has been processed by the bank.

⚠ **Note:** *Batch cannot be edited once it is Processed.*

ACH Batch List ?				
Create a new batch for: <input type="text" value="Select Company"/>				
	Status	Batch Name △	Type	Company
<input type="checkbox"/>	Ready	payroll	PPD	DEMO
<input type="checkbox"/>	Uploaded	test	PPD	DEMO
<input type="checkbox"/>	Initiated	Demo Test	CCD	DEMO

## Initiate ACH Batch

### Step 1

Click **Cash Management**. All existing batches are listed in the **ACH Batch List**.

⚠ **Note:** *To initiate batches, you must have the Initiate ACH entitlement. Contact your Company Online Banking Administrator to modify your entitlements or initiate a batch.*

ACH Batch List ?				
Create a new batch for: <input type="text" value="Select Company"/>				
	Status	Batch Name △	Type	Company
<input type="checkbox"/>	Ready	payroll	PPD	DEMO
<input type="checkbox"/>	Uploaded	test	PPD	DEMO
<input type="checkbox"/>	Ready	CCD Test	CCD	DEMO
<input type="checkbox"/>	Approval Pending	Dual Control	PPD	DEMO

# ACH

## Step 2

Locate and select the batch from the **ACH Batch List**.

Select **Initiate** from the **Select Option** drop-down list.

Debit	Credit	Recurring	Scheduled Date	
\$0.00	\$0.01	None		Select option... ▼
\$0.00	\$341,438.66	None		Select option... ▼
\$0.01	\$0.01	Monthly	10/31/2022	Select option... ▼
\$0.01	\$0.01	None		Select option... ▼

Select Activity...  
View  
Download  
Edit  
Quick Edit  
Copy  
Delete  
Initiate

There are two ways to set the date the transaction will post to the account:

- **One-time Transaction** – Set an Effective Date in the **Select Effective Date** field.
- **Recurring Transaction** – Change the **Frequency** drop-down to set up the batch as Recurring. Complete applicable fields:
  - o **Week Day** – Day of the week the transaction will post.
  - o **Start Date** – First date the transaction will post to the account.
  - o **Expiration Date** – Date the recurring transaction will expire. Check the **This payment has no expiration date** box if applicable.

Select Effective Date \* Select Date ▼

Frequency None ▼


Reset amounts to \$0.00 after processing batch ☐


Cancel Initiate

Select Effective Date Select Date ▼

Frequency Weekly ▼

Week Day Thursday ▼

Start Date \* 11/03/2022 

Expiration Date \* 02/16/2023  ☐ This payment has no expiration date.

Reset amounts to \$0.00 after processing batch ☐

Cancel Initiate

# ACH

## Step 3

Select **Offset Account** fields for each batch, if applicable.

Click **Initiate**.

Select Effective Date \*

Frequency

Select Offset Account \*

Reset amounts to \$0.00 after processing batch ☐

## Step 4

The **ACH Batch List** will show the status is changed to **Initiated**.

ACH Batch List ?				
Create a new batch for:		<input type="text" value="Select Company"/>		
Status	Batch Name	Type	Company	
<input type="checkbox"/> Ready	payroll	PPD	DEMO	
<input type="checkbox"/> Uploaded	test	PPD	DEMO	
<input type="checkbox"/> Initiated	Demo Test	CCD	DEMO	

## Step 5

You will receive a confirmation email that the ACH batch has been initiated.

**From:** Glacier Family <glacierfamilyofbanks@glacierbancorp.com>

**Subject:** Glacier Family of Banks Email/Text Alert

DEMO - ONLINE BANKING  
The following ACH batch has been initiated:  
Confirmation number: 1027220681  
Category: TESTING  
Effective Date: 10/28/22  
Debits: \$.01 Credits: \$.00  
Class Code: CTX  
Offset Account: DEMO CHECKING

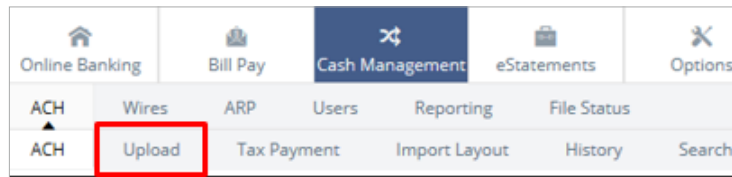
For details, please log in to your Glacier Family of Banks account.

PLEASE DO NOT RESPOND TO THIS EMAIL. THIS COMES FROM AN AUTOMATED MAILBOX THAT IS NOT MONITORED.

# ACH

## Upload a NACHA File

Most accounting software can create a NACHA formatted file for upload into Cash Management. The software is Uploaded into Cash Management and sent without manual entry.

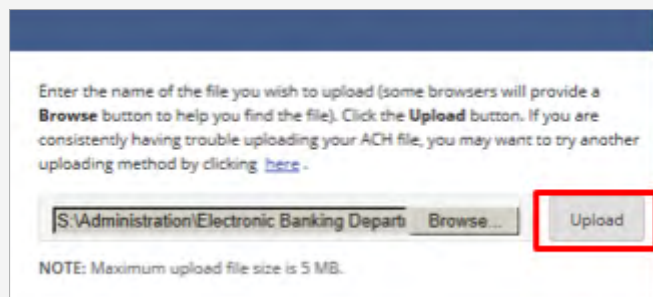


### Step 1

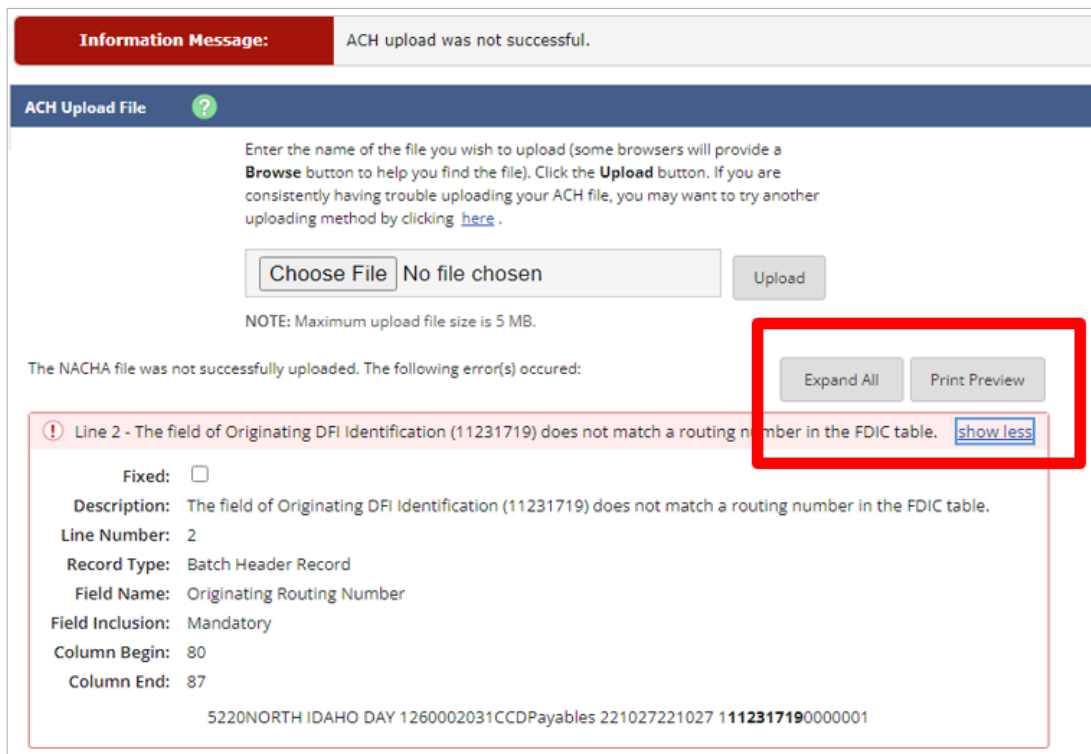
Click **Cash Management > ACH > Upload.**

Click **Browse** and locate the NACHA formatted file produced from your software.

Click **Upload.**



Uploaded ACH batch files are validated. Validation errors found within the uploaded ACH batch are displayed. Click **Show More** to expand the error details. Contact the bank for assistance with Upload errors.



# ACH

## Step 2

The **File Upload Status** screen is displayed. Click **Refresh List** after a minute or so and the status will change from **Queued** to **Uploaded** showing the Upload is completed successfully.

- If the status does not change to **Uploaded**, contact the bank for assistance.

File Upload Status?

View 5 | 10 | 20 | 50 | 100 | All

File Name	Format	Type	Related Account	Upload Date ▾	Status
Casino Test File 2.txt	NACHA	ACH	N/A	7/23/2018 12:07:03 PM	Queued

Refresh List

## Step 3

The batch appears on the [ACH Batch List](#) screen when the status is **Uploaded**.

ACH Batch List <span>12</span>						Total Batches	6
Create a new batch for: <span>Select Company</span> <span>▼</span>							
Status	Batch Name	Type	Company	Process Date	Debit	Credit	
<input type="checkbox"/> Uploaded	0000122	PPD	XYZ		\$1.00	\$1.00	
<input type="checkbox"/> Uploaded	0000125	PPD	Tribe		\$8,903.36	\$8,903.36	

## Create a Prenote Transaction

A prenote transaction will send a zero-dollar test transaction to verify that the Recipient's account information is correct before sending the actual credit or debit transaction. The prenote is created by adding the transaction to the ACH batch that includes the main transaction. That transaction is flagged for a Prenote and the Cash Management system will create a separate batch containing the actual prenote record.

**Note:** Cash Management does not allow zero-dollar transactions in a batch. It is recommended to list .01 in the amount field.

## Step 1

Follow the steps outlined in the [Create a Batch](#) section if you do not have an existing batch.

On the **ACH Batch List**, find the ACH batch that contains the transaction from which you are initiating a prenote.

From the **Select Option** drop-down menu next to the batch, select **Edit**.

Scheduled Date	
	Select option... ▼
	Select option... ▼
	Select option... ▼ Select option... View Download <b>Edit</b> Quick Edit Copy Import Delete Initiate Select option... ▼

## Step 2

Click **Add Record** at the bottom of the batch.

Amount	CR/DR	Held
\$1.00	DR	<a href="#">Edit</a> <a href="#">Delete</a>
\$1.00	CR	<a href="#">Edit</a> <a href="#">Delete</a>
Total Debits \$1.00		Total Credits \$1.00

# ACH

## Step 3

Complete the transaction information.

**TIP:** Since Cash Management does not allow zero-dollar transactions, enter a **dollar amount**. If the transaction amount is unknown, enter \$0.01.

Check the **Prenote** box.

Check the **Hold** box. When Hold is selected, the prenote transaction is not included in the batch and sent as a separate batch.

Select **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

The prenote transaction is added to the batch but is not included in the batch totals because the Hold Status box was checked. Cash Management will create a separate prenote batch with PNT in the batch name. This prenote batch is listed on the ACH Batch List screen.

⚠ **Note:** The PNT Prenote batch must be Initiated.

ACH Batch List								Total Batches 5	View 10   20   50   100
Create a new batch for:		<input type="text" value="Select Company"/>							
Status	Batch Name	Type	Company	Process Date	Debit	Credit			
<input type="checkbox"/> Uploaded	0000122	PPD	XYZ Inc dba Gem		\$1.00	\$1.00	Select option...		
<input type="checkbox"/> Ready	CTX TESTING	CTX	DEMO		\$0.01	\$0.01	Select option...		
<input type="checkbox"/> Ready	Payroll	PPD	DEMO	06/13/2018	\$0.01	\$0.01	Select option...		
<input type="checkbox"/> Ready	PNT-Test	CCD	DEMO		\$0.00	\$0.00	Select option...		

**Initiate** the prenote batch to send the prenote transaction to your financial institution. Once the prenote batch is successfully originated, you can update the transaction amount and remove the Hold status. That transaction is then a part of the regular batch, and the originated PNT batch can be deleted.

# ACH

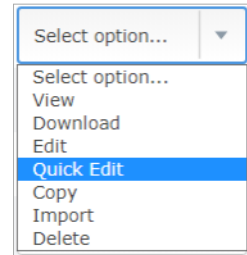
## Quick Edit a Batch

Once a batch is established in the **ACH Batch List**, **Quick Edit** can be used to update the amounts for the full list of transactions within the batch. You can also mark transaction(s) to be **Held** if that recipient should not receive funds and be excluded from a particular processing period.

### Step 1

From the **ACH Batch List**, locate the batch that needs amounts updated.

Select **Quick Edit** from the **Select Option** drop-down menu next to the batch.



### Step 2

Update amounts as needed.

If any recipients should be excluded from receiving funds for the batch, select **Held**.

Click **Save**.

When the batch is ready, follow the [Initiate ACH Batch](#) steps.

**Quick Edit** ? Total Transactions 3 View 10 | 20 | 50 | Search

Batch Name Payroll Example

SEC Code PPD

Company

Company Id

Discretionary Data

Entry Description PAYROLL

Restrict Batch ☐

Name	ID Number	Amount	Account	Routing	DR CR	Held <input type="checkbox"/>	Prenote	
EMPLOYEE NAME 1		<input type="text" value="0"/> <input type="text" value="03"/>	1234567	092001512	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>
EMPLOYEE NAME 2		<input type="text" value="0"/> <input type="text" value="02"/>	1234567	092001512	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>
BUSINESS NAME		<input type="text" value="0"/> <input type="text" value="04"/>	1234567	092001512	<input checked="" type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>

Total Debits \$0.04

Total Credits \$0.05

Show All Addenda

**Save**

Return



# ACH

## 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.

From the **ACH Batch List**, locate the batch to download.

Select **Download** from the **Select Option** drop-down menu next to the batch.

Choose the appropriate options, then click **Submit**:

- **Select a download format** – List (PDF) or NACHA.
- **Select a field to sort by** – The PDF file will be sorted using this field.
- **Select a sorting order** – How the PDF will be sorted.

Click the **ACH Record Download** link to open the report.

**Download Batch - Payroll Example**

Select a download format 

List(PDF)

Select a field to sort by 

Customer Name

Select sorting order ☒ Ascending ☐ Descending

Return

Submit

**Download Batch - Payroll Example**

**To download:**  
1. Click on the link below and the PDF will open in a new window.

**NOTE:** You must have Adobe Acrobat Reader 6 or greater installed before downloading the PDF document. Click [here](#) for a free copy of Adobe Acrobat Reader.

[ACH Record Download](#)

### Sample PDF Report

ACH Transaction List

Company Name: [REDACTED]Batch: 0000012

Company Entry Description: PAYROLLEffective Date: 12/01/2022

Standard Entry Class Code: PPD

Seq	Customer	Account	Routing	Amount	C/D	TC	H	Individual ID
0000003	BUSINESS NAME	12 [REDACTED] 7	092001512	0.04	D	27		
0000001	EMPLOYEE NAME 1	12 [REDACTED] 7	092001512	0.03	C	22		
0000002	EMPLOYEE NAME 2	12 [REDACTED] 7	092001512	0.02	C	22		

Total Credits: \$0.05

Total Debits: \$0.04

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 to use it again.

**⚠ Note:** Deleted batches cannot be recovered. However, if the batch was saved as a NACHA file, that NACHA file can be uploaded back into Cash Management.

### Sample NACHA file

```
101 061000146 1112228871602041402A094101FRB [REDACTED] [REDACTED]
5200 [REDACTED] PAYROLL 371360664 PPDPAYROLL 000000001022309350000012
[REDACTED] 0000100000D1234 0022309354092401
[REDACTED] 0000100000S7890 0022309354092402
[REDACTED] 0000100000J6543 0022309354092403
[REDACTED] 0000100000A8642 0022309354092404
[REDACTED] 0000100000T8769 0022309354092405
[REDACTED] 0000100000C8653 0022309354092406
[REDACTED] 0000100000D8642 0022309354092407
[REDACTED] 0000100000M7309 0022309354092408
[REDACTED] 0000100000R8764 0022309354092409
[REDACTED] 0000100000H7367 0022309354092410
[REDACTED] 0000100000N7298 0022309354092411
[REDACTED] 0000100000P3876 0022309354092412
[REDACTED] 0000100000M7377 0022309354092413
[REDACTED] 0000100000H3000 0022309354092414
[REDACTED] 0000100000P2300 0022309354092415
[REDACTED] 0001500000Offset 0022309354092616
8200000016013656337600000150000000001500000371360664 0022309350000012
90000010000020000016013656337600000150000000001500000
```

# ACH

## Copy a Batch

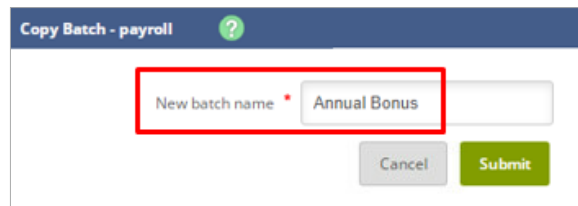
The copy feature allows you to copy existing batch information into a new batch. Copying a batch is useful if you are creating a batch and most of the batch information is in an existing batch. For example, if you were to give your employees a bonus, your employees are already set up in your payroll batch.

From the **ACH Batch List**, locate the batch to copy.

Select **Copy** from the **Select Option** drop-down menu next to the batch.

Enter a **New batch name**.

Click **Submit**. The new batch is now in the **ACH Batch List** to edit and then initiate.



Copy Batch - payroll ?

New batch name \* Annual Bonus

Cancel Submit

Information Message: Batch payroll copied to Annual Bonus.

ACH Batch List ?

Create a new batch for: 

Select Company

	Status	Batch Name ▲	Type	Company	Process Date	Debit	Credit
<input type="checkbox"/>	Ready	payroll	PPD	DEMO		\$0.00	\$0.01
<input type="checkbox"/>	Uploaded	test	PPD	DEMO		\$0.00	\$341,438.66
<input type="checkbox"/>	Ready	Annual Bonus	PPD	DEMO		\$0.00	\$0.01

## Delete a Batch

Keep the ACH Batch List clean by deleting batches that are no longer used.

**▲ Note:** Deleted batches cannot be recovered. If a batch is accidentally deleted, re-upload the NACHA file or manually re-enter the batch information.

From the **ACH Batch List**, locate the batch to copy.

To delete a single batch, select **Delete** from the **Select Option** drop-down menu next to the batch.

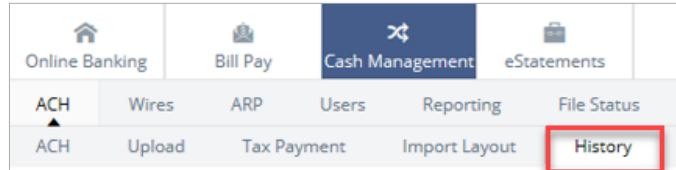
To delete multiple batches, check the box next to the batches and click **Delete Selected**.

ACH Batch List ?									
Total Batches 9		View 10   20   50   100							
Create a new batch for:		Select Company ▼							
Status	Batch Name ▲	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
<input type="checkbox"/> Ready	payroll	PPD	DEMO		\$0.00	\$0.01	None		Select option... ▼
<input type="checkbox"/> Uploaded	test	PPD	DEMO		\$0.00	\$341,438.66	None		Select option...
<input type="checkbox"/> Ready	Annual Bonus	PPD	DEMO		\$0.00	\$0.01	None		View
<input type="checkbox"/> Ready	Demo Test	CCD	DEMO	08/30/2021	\$0.01	\$0.01	None		Download
									Edit
									Quick Edit
									Copy
									Import
									Delete

# ACH

## View ACH History

Batch information is viewable after the batch is originated.



Click the **Cash Management > History** tab.

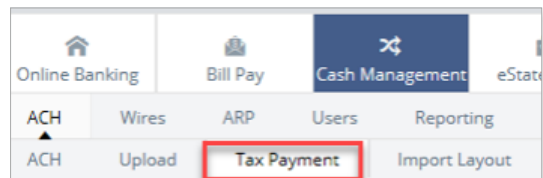
Click **View** to view a list of transactions included within the batch.

ACH History ?									View Range: 7 Days   15 Days   30 Days   Search
Initiated	Effective	Batch	Type	Company	Debits	Credits	Offset Account	Confirmation Number	
03/01/2016	03/21/2016	Payroll_2016	PPD	TRAIN O	\$0.00	\$4,500.00	XXXXXXXXXXXX4567 D	<a href="#">View</a>	0004

Return

## Manage Tax Payments

Use the Tax Payment tab to create an electronic tax payment record. The tax payment record is included in the ACH Batch List for initiation. The Treasury accepts Treasury Tax and Loan (TT&L) payments electronically from users who are enrolled with the Treasury Department. Visit the EFTPS (Electronic Federal Tax Payment System) website [eftps.gov](http://eftps.gov) to enroll.



Click the **Cash Management > Tax Payment** tab.

Complete the fields for the TT&L.

Click **Quick Add** to add another Tax Payment record.

Click **Submit** and [Initiate](#) the batch.

**Add Tax Payment** ?

Pay To: Federal

Category: Tax FD First Quarter

Routing Number:  [Lookup](#)

Company Name:

Tax Period: 03/16 mm/yy

Tax Code: 94105 - Employer's Quarterly Tax Return Federal Tax Deposit

Taxpayer ID:

Amount: \$3,000.00

Pay From Account: Payroll

Tax Information ID 1: 1 Amount \$1,500.00

Tax Information ID 2: 2 Amount \$1,000.00

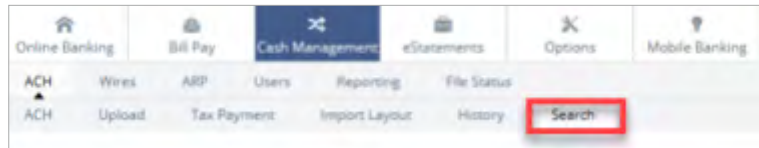
Tax Information ID 3: 3 Amount \$500.00

[Quick Add](#) [Submit](#) [Cancel](#)

# ACH

## ACH Search Option

Use the Search tab to locate a transaction. Enter the necessary search criteria, and then select **Search**.



### Step 1

Click the **Cash Management > Search** tab.  
Enter the applicable fields on the **Search Records** screen.  
Click **Search**.

A screenshot of the 'Search Records' form. It has a dark blue header with the title 'Search Records' and a green question mark icon. The form contains several input fields: 'Name', 'ID Number', 'Batch', and 'Amount' (with a dollar sign prefix). Below these are two checkboxes: 'Prenote' and 'Held'. A green 'Search' button is located at the bottom right of the form.

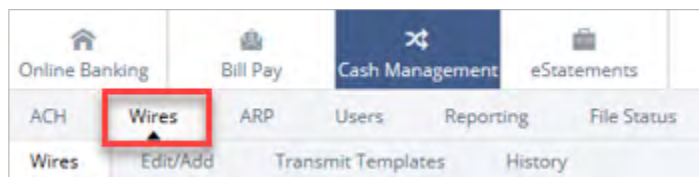
### Step 2

Once the search is complete, an information message telling how many results were found and the search results appears. You can edit records or delete batches from this screen.

Information Message: 3 record(s) found						
Search Results ?						
Total Transactions: 3 View 10   20   50   100						
Name	ID Number	Batch	Account	Amount	CR/DR	Held
John Doe	111111111111	Payroll 8/17/22	1000015106	\$0.01	CR	<a href="#">Edit</a> <a href="#">Delete</a>
John Doe	111111111111	PNT-Payroll 8/17/22	1000015106	\$0.00	CR	<a href="#">Delete</a>
John Doe		Dual Control	1000015106	\$0.01	CR	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Return</a>						

# Wire Transfers

The Wire module allows you to View, Transmit, Create, Edit, and Delete Wire Transfers. Available options are based on both your user entitlements and account-level wire permissions assigned.



Create wire instructions before sending wires. These instructions serve as a template that can be used once or multiple times. After creating a wire, you transmit the wire to your financial institution, which then sends out the wire. Wires can be sent out as single or repetitive wires.

- Single wires are only transmitted once. These wires can be transmitted on the current date or a future date.
- Recurring and/or repetitive wires are based on wire instructions that are used multiple times. A repetitive wire can be sent on the current date, a future date, or be set to transmit automatically at a specified frequency.

## Wires List

The **Wires List** is a listing of wires already created in Online Banking. This is the main page from which you will conduct tasks related to Wire Transfers. Wire templates will remain in the list unless they are Deleted.

Wire Transfers are Submitted and then Transmitted to the bank for Processing. The following Wire Transfer Status are displayed on the **Wires List** screen.

Display Wires for: FREE BUS 0001							
Wire Name	Sequence	Status	Amount	Rep	Creditor Account Number	Creditor Agent Name	
BR Test 7	E918179B	Initiated	\$0.02	No	08251996	GLACIER KALISPELL	
LANDMARK TITLE ASSURANCE AGENC	572F8E38	Initiated	\$0.04	No	8010496605	WESTERN ALLIANCE	
BR Test 3	FFFA04D9	Initiated	\$0.04	No	07012019	GLACIER KALISPELL	
EW TEST 1	38872885	Initiated	\$0.05	No	123456	GLACIER BK	
<input type="checkbox"/> BR Test 2	45FC61FE	Approval	\$0.06	No	06231994	GLACIER KALISPELL	

- **Ready** – Wire is ready to be Transmitted to the bank for processing.
- **Initiated** – Wire has been Transmitted and is awaiting processing by the bank.
- **Processed** – Wire was processed by the bank.
- **Approval** – The wire was Approved by the first user and needs to be Transmitted by the second user. This may be due to the wire amount and dual control settings set for the first approver.
- **Next Day** – Wire was Transmitted after the cut-off time set for outgoing wires.

# Wire Transfers

## Add Wire Instructions

Wire Instructions are a template that contain account information for the wires Recipient. Recipients are the individual or business who will receive the wired funds. Wire Instructions can be used once or saved so that you are able to quickly Transmit the same wire again.

### Step 1

Click the **Cash Management > Wires > Edit/Add** tab.

Select an account from the **View Wires For** drop-down. This is the account in which the money will be sent from.

Click **Create a new wire from**. Select an account to create a wire from.

### Step 2

Complete the appropriate fields for the Recipient (individual or business receiving the wire):

- **Wire Name** – Descriptive name for the wire. This value appears on the Wire List screen.
- **Creditor Account Number** – Recipient's account #.
- **Creditor Account Name** – Recipient's name.
- **Creditor Account Address** – Recipient's address.
- **Creditor Agent ID** – Routing number or ABA number of the Receiving financial institution. Click **Search for ABA Number** to search for a financial institution. Selecting an ABA from the search option populates all remaining **Creditor Agent Information** fields.
  - **Creditor Agent ID** – Name of the receiving financial institution.
  - **Creditor Agent Address Information** – Address of the receiving financial institution, including the city, state, and ZIP.
- **Remittance Information** – Special instructions for the wire. These remarks appear to the wire recipient.
- **Save As Repetitive Wire** – Check this box if the wire has instructions that may be used again. This box must be checked for Recurring wires. Leave this box un-checked for one-time (single) wires.
  - For example, if you send a wire to this individual/company once a month, you can use the template to quickly send the wire to the same Recipient and account number.
- **Amount** – US dollar amount of the wire.
- **End-to-End ID** – Unique identifier to help link the payment. If not used, enter 'Not provided'.

Click **Submit**.

**▲ Note:** Clicking Submit only creates the wire instructions. To transmit this wire to the bank, refer to the [Transmit Wire](#) section.



# Wire Transfers

## Transmit Wire Transfer

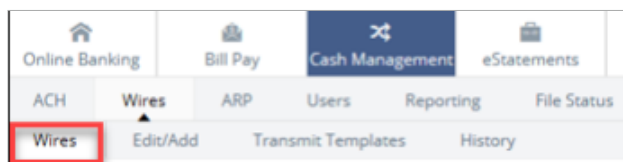
Wire Transfer instructions can be set up as:

- **One-Time Single Wire** – Wire sent one-time to a Recipient.
- **Repetitive Wire** – Template used to send a wire multiple times to the same Recipient.
- **Recurring Wire** – Template used to send the same wire amount to the same Recipient.

## Transmit One-Time Single Wire

### Step 1

After creating the [Wire Instructions](#), click **Cash Management > Wires > Wires**.



### Step 2

Select the account in which the Wire Instructions were set up from the **Display Wires For** drop-down list.

Locate the wire in the **Wires List**.

Click **Transmit** to send the one-time single wire.

- To send multiple wires at once, check the box next to each wire and click **Transmit Selected**.

A screenshot of a table titled 'Transmit Templates List'. At the top right, it says 'Item per page: 10 | 20 | 50 | 100 | All'. Below the title is a 'View Wires for:' dropdown menu with 'FREE BUS 0001' selected. The table has columns: Wire Name, Sequence, Status, Amount, Rep, Creditor Account Number, and Creditor Agent Name. There is one row with a checkbox in the first column.

Wire Name	Sequence	Status	Amount	Rep	Creditor Account Number	Creditor Agent Name
<input type="checkbox"/> Test Template	AD07350C	Ready	\$0.34	Y	2200005734912	GLACIER SAN JUAN

### Step 3

Choose the **Effective Date** that the wire will post to the account. Future dated wires can be set up 14 days in advance of the Effective Date.

Enter your **Wire Password**.

Click **Transmit**.

A screenshot of a 'Date Information' form. It has a field for 'Effective Date' with the value '10/27/2022' and a calendar icon. Below it is a 'Wire Password' field. At the bottom are 'Cancel' and 'Transmit' buttons.

Date Information	
Effective Date	10/27/2022
Wire Password	
Cancel	Transmit

# Wire Transfers

## Transmit Repetitive Wire

### Step 1

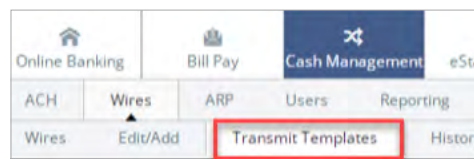
After creating the [Wire Instructions](#), click **Cash Management > Wires > Transmit Templates**.

Select the account in which the Wire Instructions were set up from the **View Wires For** drop-down list.

Locate the wire in the **Transmit Templates List**.

Click **Transmit**.

- Check the box next to multiple wires and click **Transmit Selected** to send multiple wires at once.

A screenshot of the 'Transmit Templates List' table. The table has columns for Wire Name, Sequence, Status, Amount, Rep, Creditor Account Number, and Creditor Agent Name. A single row is visible with the following data: Wire Name: Test Template, Sequence: A00700C, Status: Ready, Amount: \$0.34, Rep: Y, Creditor Account Number: 220000734912, Creditor Agent Name: GLACIER SAN JUAN. The 'Transmit' button is visible at the end of the row.

Wire Name	Sequence	Status	Amount	Rep	Creditor Account Number	Creditor Agent Name
Test Template	A00700C	Ready	\$0.34	Y	220000734912	GLACIER SAN JUAN

### Step 2

Choose the **Effective Date** that the wire will post to the account. Future dated wires can be set up 14 days in advance of the Effective Date.

Enter your **Wire Password**.

Click **Transmit**.

A screenshot of the 'Date Information' form. It contains an 'Effective Date' field with a calendar icon, a 'Wire Password' field, and 'Cancel' and 'Transmit' buttons. The 'Effective Date' is set to 10/27/2022.

Date Information	
Effective Date	10/27/2022
Wire Password	
Cancel	Transmit

## Transmit Recurring Wire

⚠ *The Repetitive (Rep) flag must be set to "Y" in the [Wire Instructions](#) in order for the wire to be set up as a Recurring Wire.*

### Step 1

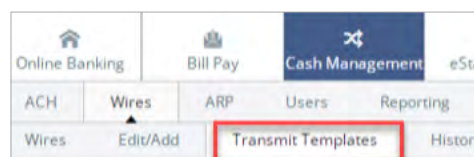
After creating the [Wire Instructions](#), click **Cash Management > Wires > Transmit Templates**.

Locate the wire in the **Wires List**.

Click **Transmit**.

A screenshot of the 'Wires List' table. The table has columns for Amount and Rep. A single row is visible with the following data: Amount: \$1.00, Rep: Y. The 'Rep' column is highlighted with a red rectangle.

Amount	Rep
\$1.00	Y



### Step 2

Complete the **Recurring Information** section including:

- Effective Date
- Start Date
- Frequency
- Expiration Date

Check **Yes** for the **Retain template after scheduling**.

Enter your **Wire Password**.

Click **Transmit** or **Approve**.

A screenshot of the 'Transmit Templates List' table. The table has columns for Wire Name, Sequence, Status, Amount, Rep, Creditor Account Number, and Creditor Agent Name. A single row is visible with the following data: Wire Name: Test Template, Sequence: A00700C, Status: Ready, Amount: \$0.34, Rep: Y, Creditor Account Number: 220000734912, Creditor Agent Name: GLACIER SAN JUAN. The 'Transmit' button is visible at the end of the row.

Wire Name	Sequence	Status	Amount	Rep	Creditor Account Number	Creditor Agent Name
Test Template	A00700C	Ready	\$0.34	Y	220000734912	GLACIER SAN JUAN

A screenshot of the 'Wire Information' form. It contains sections for 'Date Information' (Effective Date: 07/01/2025) and 'Recurring Information' (Frequency: Monthly, Month Day: 1, Start Date: 07/01/2025, Expiration Date: 07/01/2025). There is a checkbox for 'Retain template after scheduling' which is checked. The 'Wire Password' field is also visible. The 'Transmit' button is highlighted in yellow.

Wire Information	
Amount: \$0.34	
Remittance Info: This is a test of a template entered in IT	
End-to-End ID: NOTPROVIDED	
Date Information	
Effective Date	07/01/2025
Recurring Information	
Frequency	Monthly
Month Day	1
Start Date	07/01/2025
Expiration Date	07/01/2025
Retain template after scheduling: Yes (checked) No	
Wire Password	
Cancel	Transmit

# Wire Transfers

## Transmit Dual Control Wire

**▲ Note:** Dual control wires require two users to Approve and Transmit the wire

The wire may be **Approved** by the first user on any date prior to the Effective Date.

The wire **must** be **Transmitted** by the second user **on** the Effective Date, otherwise **the wire will not be transmitted to the bank for processing**.

- If the wire is a Recurring Wire, the second approver cannot Transmit the recurring wire until the day the wire is scheduled to process (Effective Date).

## User1

Click **Cash Management > Wires**.

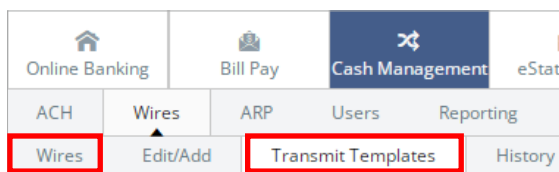
Select **Wires** for the **Wires List** for a single wire or **Transmit Templates** for repetitive wires.

Select the desired account from the **View Wires For** drop-down list.

Locate and select the desired wire, and then select **Transmit**.

Enter your **Wire Password**.

Click **Approve**.



*A message appears indicating the wire requires dual control. The wire will show the status as **Approval** until the second user transmits the wire.*

A dialog box with a light gray border. At the top, a message box contains the text: 'This wire requires two-person authorization before it can be transmitted. Enter your Wire Password and select Approve to begin this process.' Below the message box is a text input field labeled 'Wire Password'. At the bottom of the dialog are two buttons: a gray 'Cancel' button and a green 'Approve' button.

## User2

Click **Cash Management > Wires > Wires**.

Locate the Wire in the **Wires List**. The status will show as **Approval**.

Click **Transmit** or check the box next to the wire and click **Transmit Selected**.

A screenshot of a table titled 'Transmit Templates List'. The table has columns: Wire Name, Sequence, Status, Amount, Rep, Creditor Account Number, and Creditor Agent Name. The first row shows a wire named 'Text Template' with Sequence 'AD07350C', Status 'Ready', Amount '\$0.34', Rep 'Y', Creditor Account Number '2200005734912', and Creditor Agent Name 'GLACIER SAN JUAN'. There is a checkbox in the first column of the first row. A 'Transmit' button is visible at the end of the first row. The table has a 'View Wires for:' dropdown set to 'PERE BUS 0001' and a 'Item per page:' selector set to '20'.

Review the details of the wire and enter your **Wire Password**.

Click **Transmit**.

**▲ Note:** Recurring wires do not appear in the Approval status and cannot be approved until the Effective Date they are scheduled to process.

A dialog box with a light gray border. It contains a text input field labeled 'Wire Password'. At the bottom are two buttons: a gray 'Cancel' button and a green 'Transmit' button.

# Manage Wires

You can **Edit** or **Delete** your Wire Instructions/Templates if they are in a **Ready** or **Active** status.

## Edit Wire

**Note:** Any wire with a **Ready** or **Active** status can be edited.

Click **Cash Management > Wires > Edit/Add**.

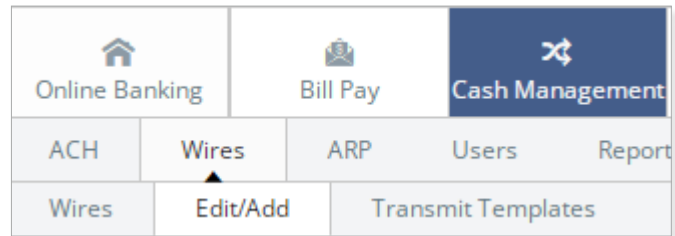
Select the account in which the Wire Instructions were set up from the **Display Wires For** drop-down list.

Click the **Single/Repetitive Wires** tab or the **Recurring/Future Dated Wires** tab, depending on how the Wire Instructions were set up.

Click **Edit** next to the wire.

Edit the Wire Instruction fields.

Click **Submit**.



### Single/Repetitive

Edit/Add Wires List

Items per page: 10 | 20 | 50 | 100

Display wires for: 

FREE BUS 0001

Create a new wire from: 

Select option...

Single/Repetitive Wires		Recurring/Future-Dated Wires						
	Wire Name	Sequence	Status	Amount	Rep	Creditor Account Number	Creditor Agent Name	
<input type="checkbox"/>	BR Test 2	45FC61FE	Approval	\$0.06	N	06231994	GLACIER KALISPELL	<div><a href="#">Edit</a><a href="#">Delete</a></div>

### Recurring/Future-Dated

Edit/Add Wires List								Items per page: 10   20   50   100	
Display wires for: <div>FREE BUS 0001</div>									
Single/Repetitive Wires			Recurring/Future-Dated Wires						
Wire Name	Sequence	Status	Amount	Recurring	Effective Date	Creditor Account Number	Creditor Agent Name		
The selected recurring wire activity returned no records.									

## Delete Wire

**Note:** Any wire with a **Ready** or **Active** status can be deleted.

Click **Cash Management > Wires > Edit/Add**.

Select the account in which the Wire Instructions were set up from the **Display Wires For** drop-down list.

Click the **Single/Repetitive Wires** tab or the **Recurring/Future Dated Wires** tab, depending on how the Wire Instructions were set up.

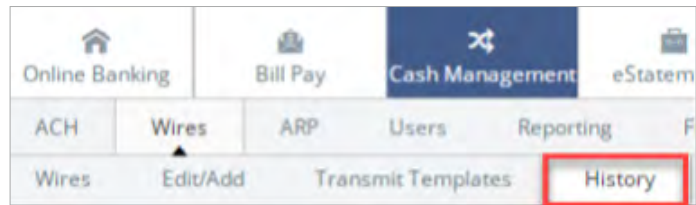
Choose one of the following options:

- To delete a single wire, click **Delete** next to the wire.
- To delete multiple wires, check the boxes next to the wires. Click **Delete Selected**.

# Manage Wires

## View Wire History

Use the Wire History to research wires.



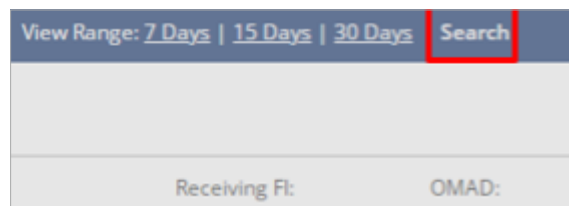
### Step 1

Click **Cash Management > Wires > History** tab.

Select the account in which the Wire Instructions were set up from the **View Wire Activity For** drop-down list.

### Step 2

Click **Search**.



### Step 3

Enter the **Search** criteria.  
Click **Submit**.

A screenshot of a 'Search Wires History' dialog box. It has a title bar with a close button. Inside, there are two radio buttons for 'Search By:': 'Transmitted Date' (which is selected) and 'Effective Date'. Below these are four input fields: 'From Date:', 'To Date:', 'Begin Amount:', and 'End Amount:'. Each date field has a calendar icon to its right. At the bottom right of the dialog are two buttons: 'Submit' (in green) and 'Cancel' (in grey).

Wire History for Transmitted Date Range 01/01/2021 to 10/27/2022							View Range: 7 Days   15 Days   30 Days			Search
Wire Activity for: DEMO CHECKING										
Wire Name:	Transmitted:	Effective:	Amount:	Rep Code:	Recurring:	Receiving Account Number:	Beneficiary Name:	Receiving FI:	OMAD:	
TEST1	10/29/2021	10/29/2021	\$0.01	1011190016	None	106	TEST	GLACIER MTN WEST	20211029MMQFMPBM00052810291401FT03	