

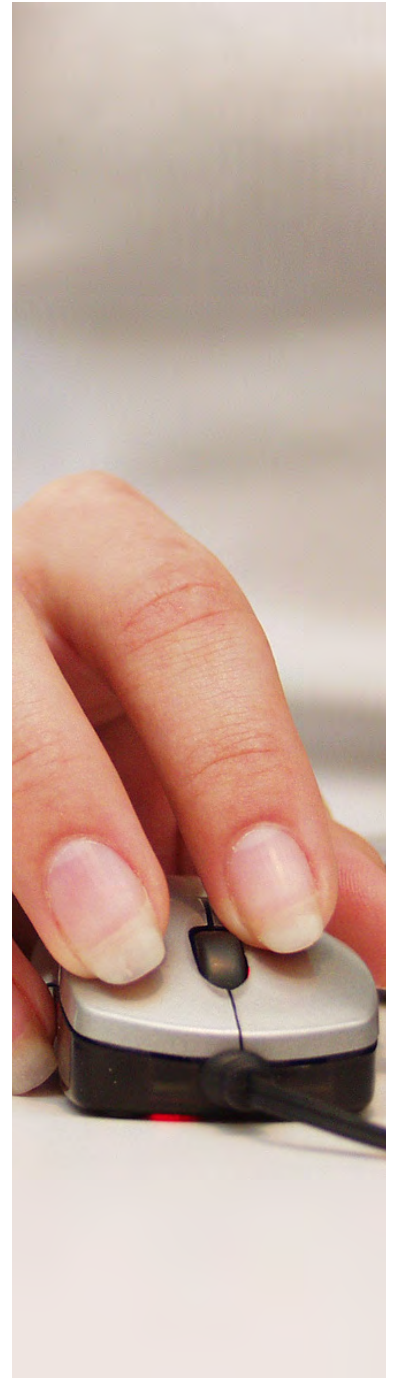
Business Online Banking

ACH User Guide

This document describes the process of creating and sending ACH files using the Business Online Banking ACH software.

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TREASURY MANAGEMENT



Business Online Banking

ACH User Guide

Note: ACH transfers must be sent two business days in advance of the effective date to allow time for processing.

FNB has policies and procedures to address data confidentiality, integrity and availability. We encourage all companies to review the following useful security tips to create and support a culture of security awareness.

- Control access to sensitive areas of the office.
- Ensure all company data and customer information is securely controlled.
- Change your password on a regular basis.
- Change your password immediately if you suspect it has been compromised in any way.
- Educate staff about password confidentiality and reinforce this regularly.
- Check that all requests for information are genuine – and ignore any requests for bank account details and passwords, whether by phone or email.
- Ignore suspicious emails, consider deleting them unread – **and be very wary of opening attachments unless from a known source and of clicking on any links contained within an email.** Always cut and paste URL information into a new browser window.
- Keep your web browser and anti-virus applications up to date with security patches.
- Ensure account transaction reconciliation functions are performed utilizing segregation of duties processes and performed and reviewed in a timely manner
- Frequently check and review systems and processes with your 'security hat' on.
- Review transaction activity and account information on a daily basis. FNB has several Treasury Management services such as Positive Pay that can provide additional tools to assist with the review.

PLEASE NOTE: A Business Email Compromise (BEC) is a form of phishing attack where a cyber-criminal impersonates an executive (often the CEO), and attempts to get an employee, customer, or vendor to transfer funds or sensitive information to the phisher.

Unlike traditional phishing attacks, which target a large number of individuals across a company, BEC attacks are highly focused. Cyber criminals will scrape compromised email inboxes, study recent company news, and research employees on social media sites in order to make these email attacks look as convincing as possible. This high level of targeting helps these email scams to slip through spam filters and evade email whitelisting campaigns. It can also make it much, much harder for employees to recognize the email is not legitimate. An email message request for payment to be sent outside the company should ALWAYS be verified OUTSIDE of the email channel to ensure it is a legitimate request. Do not verify the request via email as the verification may be coming from the fraudster.

If you see anything unusual immediately contact Treasury Management Support at (866) 750-5298.

Everyone in your business needs to remember that skilled fraudsters will resort to all manners of subtlety and guile to trick people into disclosing valuable information.

For additional security updates and information, visit our website at www.fnb-online.com and click on the Security Center link at the bottom of the screen.

TREASURY MANAGEMENT



First National Bank

Note: Recurring transfers are available for approval the day the transfer is initiated. All future recurring transfers will automatically be approved.

REVIEW ACH TRANSFER (File) to approve a file submitted by another user

- The Home screen is displayed when you successfully access online banking. Scroll down to view the **Payments & transfers** section.
- ACH files requiring review will be listed under the **ACH** section.

REVIEW (7) HIDE ▲

ACH

<input type="checkbox"/>	Description	Reason	Amount
<input type="checkbox"/>	ACH 4.2 UPGRADE	Review Required	1.00

APPROVE DISAPPROVE

- Clicking on the **Description** will launch a new window and will display the contents of the file in an inquiry screen.
- Select **Approve** to submit, **Disapprove** to cancel, or **Close** to exit.

OR

- Place a checkmark to the left of the Description for the file(s) you would like to approve or disapprove.
- Select **Approve** to submit the file(s), or **Disapprove** to remove the file(s).

REVIEW (7) HIDE ▲

ACH

<input type="checkbox"/>	Description	Reason	Amount
<input type="checkbox"/>	ACH 4.2 UPGRADE	Review Required	1.00

APPROVE DISAPPROVE

- A green confirmation screen will display, similar to the one below:

ACH

✔ Your ACH transfer has been disapproved:
• ACH 4.2 UPGRADE

X

- Once the **X** is clicked the green window will disappear and the file you approved or disapproved will no longer be listed in the **ACH** section.

TREASURY MANAGEMENT



Verifying the Transfer Status of a file:

- Select the **Payments & Transfers** tab
- Select **ACH**
- The **ACH Activity** screen will appear
- Search options are available on the right side of the screen
 - **Note:** The **Date** searches by the effective date in the file, not the date the file was created
- Verify the Approved file is showing as **Pending Origination** under the **Status** section
 - **Note:** The **Status** will change to **Processed** after the file is processed by the bank during the business day.

If there is an error message listed, please contact Treasury Management Support at 1-866-750-5298 for further instructions

**Note: Processed files will be listed for a period of 3 months.
Saved files will be listed until they are deleted (explained on page 25).**

Home Accounts **Payments & transfers** Checks & deposits Administration

Payments & transfers

INTERNAL **ACH** WIRE BILL PAY

NOTE: CLICKING ON A COLUMN HEADING WILL SORT THE LINE

ACH

Activity Templates File import templates + New payment + New collection + Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jul 24, 2020	NONNACHA SAMP LE.csv	Transfer Exceeds Review: Pending Approval	2.75	2.75	Payment	Copy
Jul 22, 2020	TEST ONE	Transfer Exceeds Review: Pending Approval	1.10	1.10	Payment	Copy
Jul 22, 2020	samplefileCCD.txt	Disapproved	2,595.24	2,595.24	Payment	Copy

Search activity

Date: All activity

Type: All types

ACH

Activity Templates File import templates + New payment

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jul 17, 2020	TEST TRANSFER	Pending Origination	2.10	2.10	Payment	Copy Edit Delete

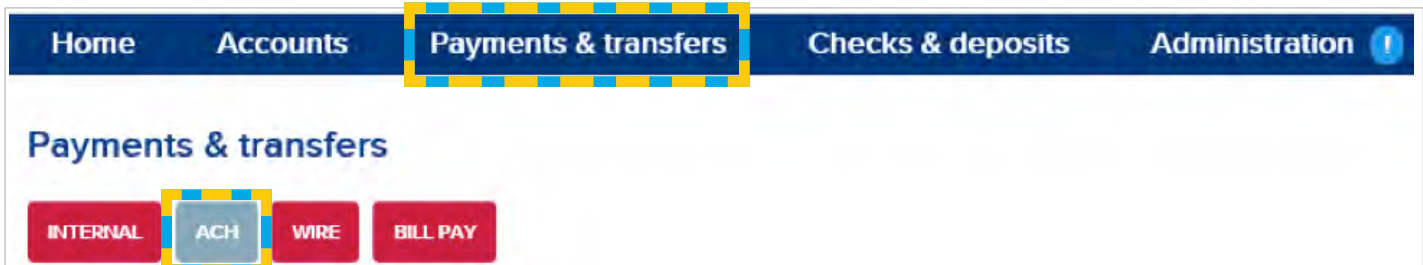
****Transfer (file) templates are beneficial for file transfers that will be reused, removing the need to re-key the information contained in files.**

****Templates also provide an additional layer of security with a secondary approval process with new templates or changes to an existing template.**

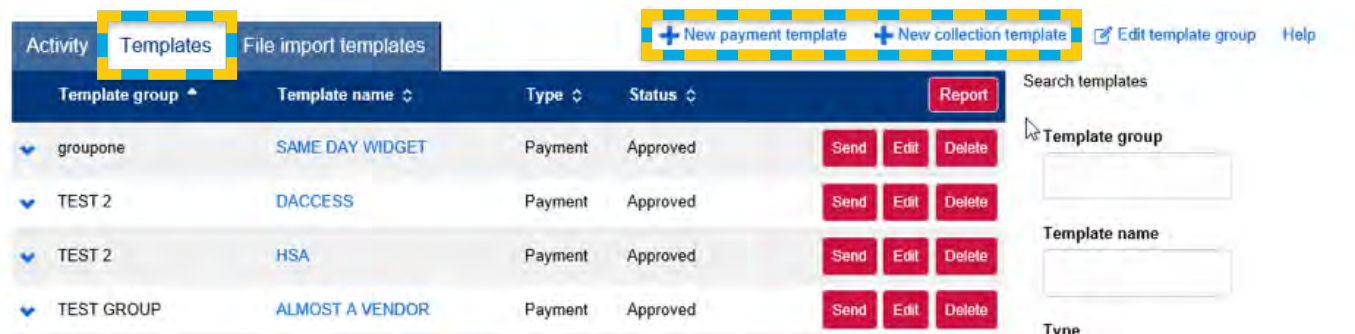
ACH TRANSFER (File) TEMPLATE – used to create a new template

Note: If you are using your own software to create ACH files, refer to the Import ACH Transfer process on page 26 of this guide.

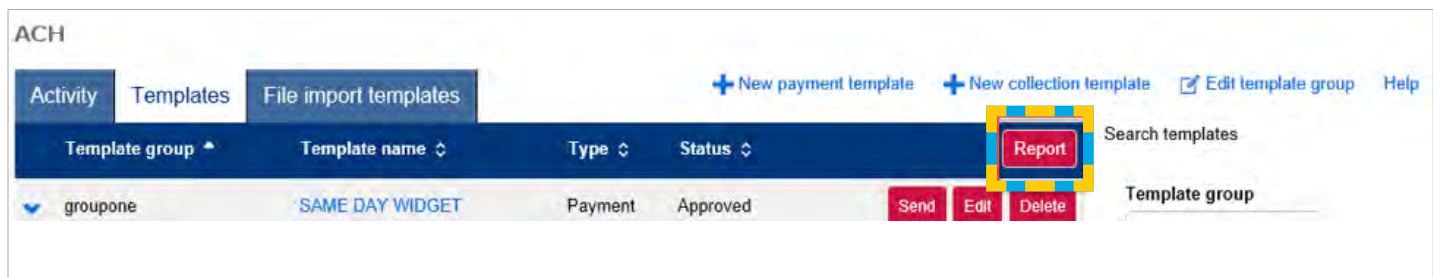
- Select the **Payments & Transfers** tab
- Select **ACH**



- Select **Templates**



- Select the **New Payment Template** if sending funds out or **New Collection Template** if receiving funds in
- **Note:** The Report option is explained on page 46.



- Select the **Type** from the dropdown list:
 - ☑ If **New payment template** was selected, choices will include:
 - **Payroll (PPD)** – to submit payroll for employees
 - **Preranged Deposit (PPD)** - used for sending funds to consumer accounts
 - **Health savings contribution (PPD)** - used for dispersing funds into your employees Health Savings Accounts
 - **Company (CCD)** - used for sending funds to business accounts
 - **Vendor (CCD)** - used for sending funds to a vendor
 - **Federal taxes (CCD)** - used to submit federal tax payments
 - **Corporate Trade Exchange (CTX)** - used to transfer funds to or from a business account; the maximum number of addenda records is 9,999
 - **Child Support Agency (CCD)** - used to submit child support payments
 - If **New collection template** was selected, choices will include:
 - **Preranged Payment - PPD** - used for collecting funds from consumer accounts
 - **Company- CCD** - used for collecting funds from business accounts
- Click **Continue**

NOTE: THE FOLLOWING SCREENSHOTS ARE FOR A PAYROLL TRANSFER TEMPLATE

New payment template

Type *

* Indicates required field

- Enter the **Template Name** (Ex. Payroll, Membership Dues)
- Select the **Tax identification number** (if applicable)
- **Template group:** Select the + **New** icon to create a new template group or select the template group from the dropdown

ACH

Activity Templates **File import templates** Print Help

New template

Template name *

Tax identification number

Template group

- If + **New** was selected, enter the **New template group** name (Ex. Payroll, Membership Dues)
- Select **Save**

New template group

Template Group

- Select the **Repeat** checkbox to set up recurring transfers
 - The **Frequency** dropdown menu will display allowing you to select the desired frequency
 - The **For non-business day use** dropdown menu will display allowing you to select the desired option in the event the next occurrence falls on a non-processing day
- Enter **From amount** and **To amount**, if desired. This option restricts template users from sending files outside of this amount range. If the amount range is set from \$5.00 to \$100.00 the user cannot send files for less than \$5.00 or more than \$100.00.

Payment (Payroll - PPD) Repeat

Frequency

- Daily
- Weekly
- Every two weeks
- Monthly
- Every two months
- End of month
- Quarterly
- Every six months
- Annually

For non-business day use

- Next business day
- Previous business day

- Selecting **All current and future users** will automatically add the template to any new users added in the future.
- **OR** Select **Specific Users** who should have access to use the template. **The user who will be approving the template will need access to the template.**

User access All current and future users Specific users

Select all

<input checked="" type="checkbox"/> ACH ONE ADMIN	<input checked="" type="checkbox"/> BARBARA GORDON
<input checked="" type="checkbox"/> CADE SKYWALKER	<input checked="" type="checkbox"/> CASSANDRA CAIN
<input checked="" type="checkbox"/> DICK GRAYSON	<input checked="" type="checkbox"/> MILES MORALES
<input checked="" type="checkbox"/> THOMAS DUKE	<input checked="" type="checkbox"/> TIM DRAKE

Under **Pay from** (when sending funds from your account):

- Selecting **Show Details** will allow an addenda to be added
- Selecting **Show Filter** will display options for filtering of information
- **Pay all/Hold all** will hold each line on this page of the file
- Select the **Pay/Hold** box to include/omit the corresponding line from processing without deleting the information
- Select the **Account(s)**
- Enter **Amount(s)** – a zero can be entered as a place holder
 - The black **X** will delete the corresponding row. Once clicked you will have the option to Restore
 - Click + **Add another pay from** (when sending funds from your account) to add more rows if needed
- Select **Allow additional rows Yes/No** if users will be authorized to select additional accounts for the ACH to originate from

Pay from Show Details Show Filter

NOTE :CLICKING ON A COLUMN HEADING WILL SORT THE LINES

Pay all

Pay/Hold Account Amount

Pay Select an account X

+ Add another pay from

Allow additional rows No

- Under **Pay To:**
- **Pay/Hold All** will hold each line on this page of the file

Select the **Pay/Hold** box to omit the corresponding line from processing without deleting the information (i.e., withholding an employee's pay).

- Enter the **Name**
- **Identification ID** (this is an optional field)
- Enter the **R/T (Routing) Number**
 - Use the magnifying glass to search for a bank's routing number
- Enter the **Account Number**
- Select the **Account Type** (Ex. checking, savings)
- Enter the **Amount** – a zero can be entered as a place holder

NOTE: SELECTING SHOW FILTER WILL DISPLAY OPTIONS FOR FILTERING OF INFORMATION

Pay to Show Details Show Filter

Pay all

Pay/Hold Name Identification Routing transit Account number Account type Amount

Pay X

Routing transit search

Routing transit

Institution name

City

State

Close

TREASURY MANAGEMENT



- Click **Show Details** at top of section to add an addenda, with a maximum of 80 characters, to the corresponding line (When creating a CTX, click **Add payment information for** for each additional 80 character addenda.)
 - The black **X** will delete the corresponding row. Once clicked you will have the option to restore
- Click **Add another pay** to add more rows
- Select **Allow additional rows** if users are authorized to add rows to the template
- Click **Save** to save the template
- Click **Cancel** to delete the entire template

+ Add another pay to

Allow additional rows

No

* Indicates required field

Save Cancel

- You will be directed back to the **Templates** screen.
 - The new template will display under the **Template name** with a **Status** of **Pending Approval - New**
- Note: A separate user will have to login to approve the newly created ACH template**

ACH

Activity Templates File import templates + New payment template + New collection template Edit template group Help

Template group ^	Template name ^	Type ^	Status ^	Report
groupone	SAME DAY WIDGET	Payment	Approved	Send Edit Delete
TEST 2	ACH PAYROLL	Payment	Pending Approval - New	Edit Delete

Search templates

Template group

Template name

REVIEW ACH TEMPLATE

Note: For security reasons, a user cannot approve an ACH template they created or changed. A separate user must log in to approve the ACH template.

- Select the **Administration** tab
- Select **ACH template**

NOTE: THIS EXCLAMATION POINT DISPLAYS WHEN AN ACH OR WIRE TEMPLATE IS PENDING REVIEW

The screenshot shows the 'Administration' tab selected in the top navigation bar. Below it, the 'ACH template' sub-tab is active. A blue callout box points to an exclamation point icon in the top right corner of the page, indicating a pending review. The main content area shows a notification: 'There are ACH templates that require review.' Below this is a table of pending approval templates.

<input type="checkbox"/>	Date	Name	Status	Changed by	
<input type="checkbox"/>	Aug 03, 2020 1:12 PM	ACH PAYROLL	Pending Approval - Change	CADE SKYWALKER	Edit Delete

- Select the **Template Name** to view the template

This screenshot is similar to the previous one, but the 'ACH PAYROLL' row in the table is highlighted with a yellow and blue striped background. The status 'Pending Approval - New' is also highlighted. The 'Edit' and 'Delete' buttons for this row are visible.

- Click **Print** to print the template
- Click **Report** to open or save the template in .pdf or .csv format (Microsoft Excel or a similar program)
- Click **Edit** to edit the template
 - Note: For security purposes, once a template is edited it will need approval by another user

The screenshot shows the details for the 'ACH PAYROLL' template. At the top, there is a notification: 'There are ACH templates that require review.' Below this, the template name 'ACH PAYROLL' is displayed in large letters. To the right of the name are two buttons: 'Report' and 'Edit', both highlighted with a yellow and blue striped background.

- Select **Return** to template review

- Clicking **Delete** will delete the template
 - **Note:** Once a template is deleted it will not be available for any users

Templates				
Pending approval				
<input type="checkbox"/> Date ▼	Name ↕	Status ↕	Changed by ↕	
<input type="checkbox"/> Jul 16, 2020 2:03 PM	ACH PAYROLL	Pending Approval - New	CADE SKYWALKER	Edit Delete

- To authorize the template for use, Click the box to **Approve** the template
- Click **Approve**

Templates				
Pending approval				
<input type="checkbox"/> Date ▼	Name ↕	Status ↕	Changed by ↕	
<input checked="" type="checkbox"/> Jul 16, 2020 2:03 PM	ACH PAYROLL	Pending Approval - New	CADE SKYWALKER	Edit Delete
<input type="checkbox"/> Jul 16, 2020 10:06 AM	CORP DEB	Pending Approval - Change	CADE SKYWALKER	Edit Delete

[Approve](#)

- The template will show as **Approved**

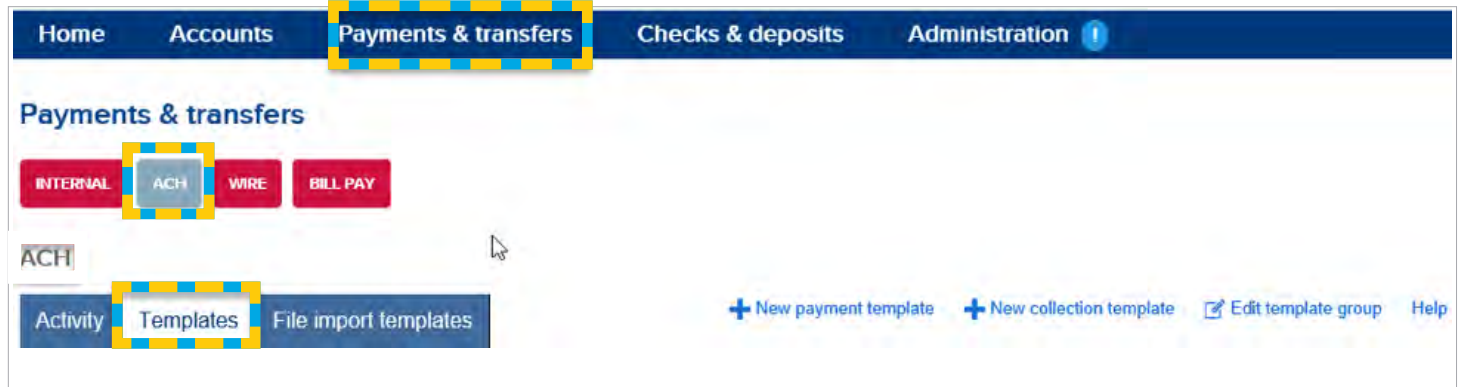
Templates				
Approved				
Date ▼	Name ↕	Changed by ↕	Approval date ↕	Approved by ↕
Jul 16, 2020 2:03 PM	ACH PAYROLL	CADE SKYWALKER	Jul 16, 2020 2:47 PM	BRUCE WAYNE

Pending approval				
<input type="checkbox"/> Date ▼	Name ↕	Status ↕	Changed by ↕	
<input type="checkbox"/> Jul 16, 2020 10:06 AM	CORP DEB	Pending Approval - Change	CADE SKYWALKER	Edit Delete

ACH TRANSFER (File) TEMPLATE USING EXISTING TEMPLATE

Note: If you are using your own software to create ACH files, refer to the Import ACH Transfer process on page 26.

- Select the **Payments & Transfers** tab
- Select **ACH**
- Select **Templates** tab



Home Accounts **Payments & transfers** Checks & deposits Administration ⓘ

Payments & transfers

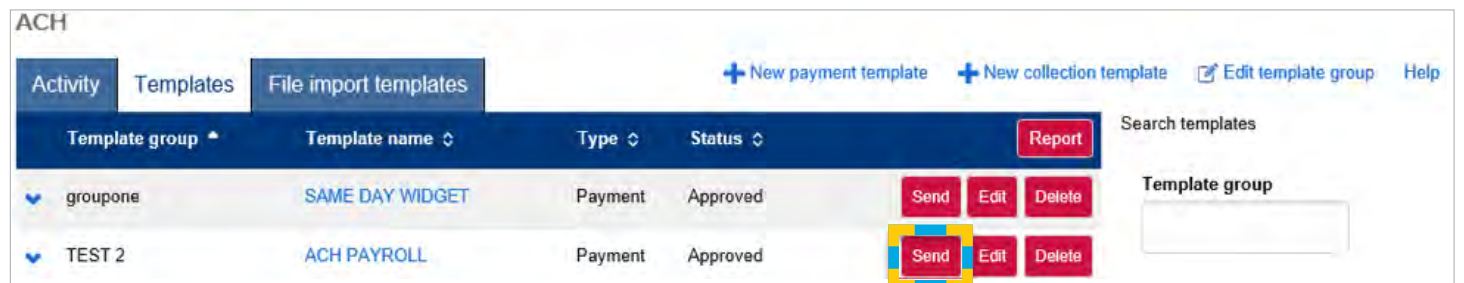
INTERNAL **ACH** WIRE BILL PAY

ACH

Activity **Templates** File import templates

+ New payment template + New collection template Edit template group Help

- Select **Send** on the right of the corresponding transfer



ACH

Activity Templates **File import templates**

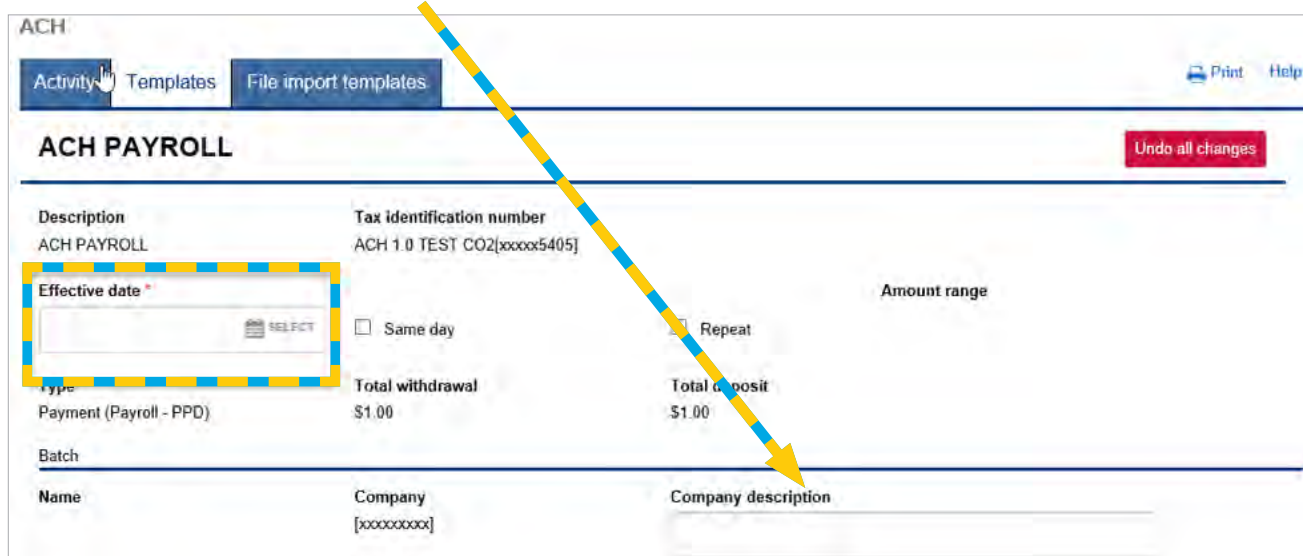
+ New payment template + New collection template Edit template group Help

Template group	Template name	Type	Status	Report
groupone	SAME DAY WIDGET	Payment	Approved	Send Edit Delete
TEST 2	ACH PAYROLL	Payment	Approved	Send Edit Delete

Search templates

Template group

- Enter, or select from the calendar, the **Effective Date**
 - Placing a checkmark in the Same Day box will allow transactions to be processed on the current business day. The file must be processed and approved by 9:30 am. In addition by selecting the Same Day box by 1:30 pm, a second Same Day transmission time allows files submitted and approved to be processed on the current business day.
- Only enter **Company description** if you would like to change from the Description displayed on the top left



ACH

Activity Templates **File import templates**

Print Help

ACH PAYROLL Undo all changes

Description: ACH PAYROLL Tax identification number: ACH 1.0 TEST C02[xxxxx5405]

Effective date * SELECT

Amount range

Type: Payment (Payroll - PPD) Total withdrawal: \$1.00 Total deposit: \$1.00

Batch

Name: Company: [xxxxxxxx] Company description: _____

TREASURY MANAGEMENT



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- Under **Pay From** (when sending funds from your account):
- Selecting **Show Filter** will display options for filtering of information
- Select the **Pay/Hold** box to include/omit the corresponding line from processing without deleting the information
 - Select the **Hold** box to omit the corresponding line from processing without deleting the information (i.e., withholding an employee's pay)
 - **Hold all** will hold each line on this page of the file
 - Select the **Account(s), unless already defined in the template**
 - Enter the **Amount(s), unless already defined in the template**
 - Click **Show Details** to add an addenda
 - Click **Add another pay from** to add more rows (if authorized to do so)

Pay from Show Details Show Filter Total batch withdrawal (1 item) \$1.00

Pay all

Pay/Hold	Account	Amount
Pay	TEST 3	1.00

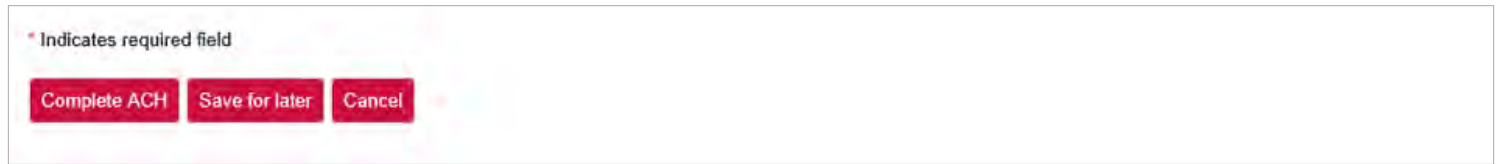
- Under **Pay To** (when sending funds from your account):
 - Select the **Hold** box to omit the corresponding line from processing without deleting the information (i.e., withholding an employee's pay)
 - **Hold all** will hold each line on this page of the file
- Complete the following fields, **unless already defined in the template**
 - Enter the **Name**
 - **Identification** (this is an optional field)
 - Enter the **Routing transit**
 - Enter the **Account number**
 - Select the **Account type** (Ex. checking, savings)
 - Enter the **Amount**
 - Select **Prenote** to send a pre-notification to the receiver's bank (**Prenote All** will make each line a prenote)
 - Click **Show Details** to add an addenda
 - Click **Add another pay to** to add more rows (if authorized to do so)

Pay to Show Details Show Filter NOTE: CLICKING ON A COLUMN HEADING WILL SORT THE LINES Total batch deposit (1 item) \$1.00

Pay all Prenote none

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Prenote
Pay	TEST		043318092		Checking	1.00	No

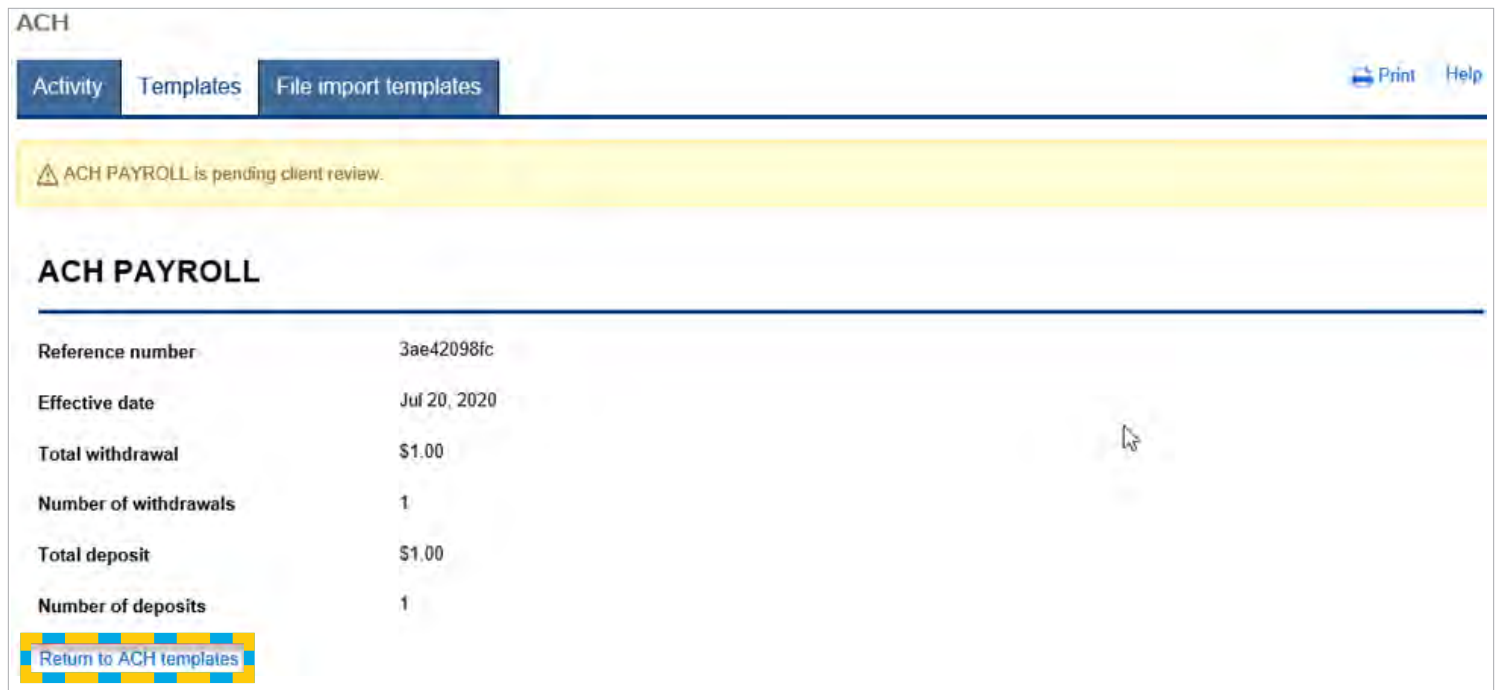
- Click **Complete ACH** to submit the file for review by your company's designated approver
- The **Save for later** button will save the changes you have made under the Activity tab. This will not save any changes to the template.
- Click **Cancel** to delete the entire transfer



****The file has not been submitted to the bank.****

The assigned approver at your company must now login and follow the steps outlined beginning on page 3 to complete the ACH submission to the bank for processing.

Example of the **Process confirmation screen:



- Click **Return to ACH templates** to return back to the templates screen

NEW ACH TRANSFER (File) - to create ACH files using the ExecuBanc ACH software

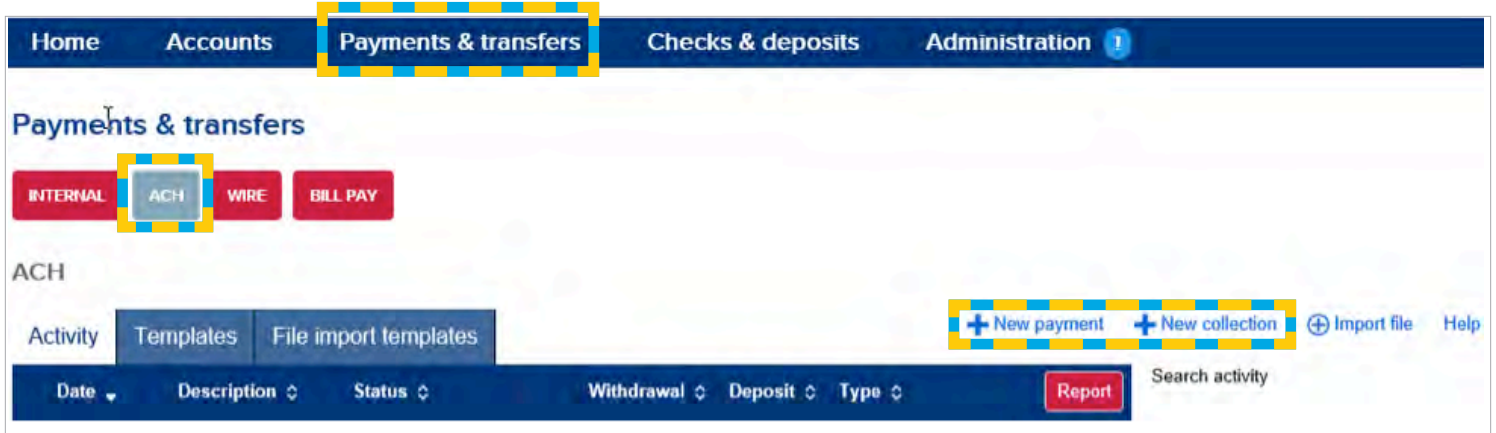
****This type of transfer is ideal for creating one-time use files. To create a transfer (file) template refer to the instructions on page 5.**

Note: If you are using your own software to create ACH files, refer to the Import ACH Transfer process on page 26 of this guide.

- Select the **Payments & Transfers** tab
- Select **ACH**

Select **New payment** if sending funds out or **New collection** if receiving funds in

- Select the **Type** from the dropdown list

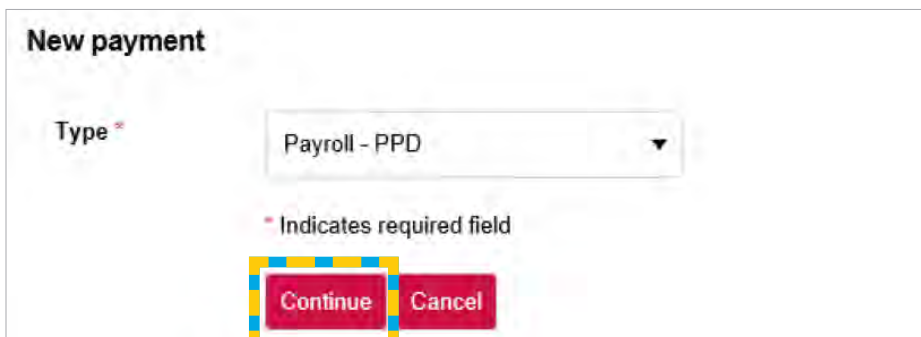


If **New payment** was selected choices will include:

- **Payroll - PPD** – to submit payroll for employees
- **Preranged deposit - PPD** - used for sending funds to consumer accounts
- **Health savings contribution - PPD** - used for dispersing funds into your employees Health Savings Accounts
- **Company - CCD** - used for sending funds to business accounts
- **Vendor - CCD** - used for sending funds to a vendor
- **Federal taxes - CCD** - used to submit federal tax payments
- **Corporate trade exchange - CTX** - used to transfer funds to or from a business account; the maximum number of addenda records is 9,999
- **Child support agency - CCD** - used to submit child support payments

If **New collection** was selected, choices will include:

- **Preranged Payment - PPD** - used for collecting funds from consumer accounts
- **Company- CCD** - used for collecting funds from business accounts
- Click **Continue**



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- Enter the **Description**, or name, of the transfer (Ex. Payroll, Membership Dues)
- Select the **Tax identification number** (if applicable)
- Enter, or select from the calendar, the **Effective Date**
 - Placing a checkmark in the Same Day box will allow transactions to be processed on the current business day. The file must be processed and approved by 9:30 am. In addition by selecting the Same Day box by 1:30 pm, a second Same Day transmission time allows files submitted and approved to be processed on the current business day.
- Select **Repeat** for Recurring Frequency - Do not select for on-demand transfers
- When selecting a recurring frequency, you will be given the choice to select an End Date for the transfer to be completed and the effective date in the event the next occurrence falls on a non-processing day
- Selecting **Show Details** will allow an addenda to be added
- Selecting **Show Filter** will display options for filtering of information

New ACH NOTE: THE FOLLOWING SCREEN SHOTS ARE FOR A PAYROLL TRANSFER

Description * **Tax identification number**

ACH 1.0 TEST CO2[xxxxx5405]

Effective date * Same day Repeat

SELECT

Type **Total withdrawal** **Total deposit**

Payment (Payroll - PPD) \$0.00 \$1.00

Batch

Name **Company** **Company description**

[xxxxxxxx]

THIS FIELD WILL AUTO-FILL FROM THE DESCRIPTION FIELD. ONLY ENTER COMPANY DESCRIPTION IF YOU WOULD LIKE TO CHANGE FROM THE DESCRIPTION DISPLAYED ON THE TOP LEFT

- Under **Pay from** (when sending funds from your account):
 - Select the **Hold** box to omit the corresponding line from processing without deleting the information (i.e., withholding an employee's pay)
 - **Hold All** will hold each line on this page of the file
 - Select the **Account(s)**
 - Enter the **Amount(s)**
 - Click **Show details** to add an addenda, with a maximum of 80 characters, to the corresponding line (when creating a CTX, click **Add payment information** for each additional 80 character addenda)
 - The black **X** will delete the corresponding row. Once clicked you will have the option to restore
 - Click **Add another pay from** to add more rows

Pay from Total batch withdrawal (0 items) \$0.00

Show Details Show Filter

Pay all

Pay/Hold Account Amount

Pay

[+ Add another pay from](#)

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- Under **Pay to:**

- Select the **Hold** box to quickly omit a transaction from processing without deleting the transaction information (i.e., withholding an employee's pay).
 - **Hold All** will hold each line on this page of the file
- Enter the **Name**
- Enter the **Identification** (if applicable; this is an optional field)
- Enter the **Routing transit number**
 - **Note:** The magnifying glass can be used to search for a bank's routing number
- Enter the **Account Number**
- Select the **Account Type** (Ex. checking, savings)
- Enter the **Amount**

Routing transit search

Routing transit

Institution name

City

State

Close

Pay to

Show Details

Show Filter

NOTE: CLICKING ON A COLUMN HEADING WILL SORT THE LINES

Pay all

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount
Pay					Select a type	

- Select **Prenote** to send a pre-notification to the receiver's bank. (**Prenote** will make each line a prenote)
- Click **Show Details** to add an addenda, with a maximum of 80 characters, to the corresponding line (when creating a CTX, click **Add payment information** for each additional 80 character addenda)
- Note: The black X will delete the corresponding row.
- Click **Add another pay to** to add more rows

- Click **Complete ACH** to submit the file for review by your company's approver
- Click **Save for later**; you will receive a confirmation that the file was saved
- Click **Cancel** to delete the entire transfer

Pay to Show Details Show Filter Total batch deposit (0 items) \$0.00

Pay all Prenote none

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Prenote
Pay					Select a type		No

+ Add another pay to

* Indicates required field

Complete ACH Save for later Cancel

TREASURY MANAGEMENT



Example of the **Save confirmation screen:

✔ TEST ONE was saved successfully

TEST ONE

Reference number	0164a7bb64
Effective date	Jul 17, 2020
Total withdrawal	\$1.10
Number of withdrawals	1
Total deposit	\$1.10
Number of deposits	1

[Return to ACH activity](#) [Save as template](#)

Example of the **Process confirmation screen:

****The file has not been submitted to the bank.****

The assigned approver at your company must now login and follow the steps outlined beginning on page 3 to complete the ACH submission to the bank for processing.

⚠ TEST ONE is pending client review

TEST ONE

Reference number	c44433b975
Effective date	Jul 17, 2020
Total withdrawal	\$1.10
Number of withdrawals	1
Total deposit	\$1.10
Number of deposits	1

[Return to ACH activity](#) [Save as template](#)

- Click **Return to ACH activity** to view status of file
- Click **Save as template** to save as template and refer to Template instructions for further information

NEW ACH TRANSFER (FILE) USING EXISTING TRANSFER

- Select the **Payments & Transfers** tab
- Select **ACH**



Payments & transfers



- Select **Copy** on the right of the corresponding transfer (**used for all transfers created by all users of the client**)
- Search options are available on the right side of the screen to narrow your results
 - **Note:** The **Date** searches by the effective date in the file, not the date the file was created

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jul 20, 2020	ACH PAYROLL	Pending Origination	1.00	1.00	Payment	Copy Edit Delete
Jul 17, 2020	TEST TRANSFER	Processed	2.10	2.10	Payment	Copy Reverse
Jul 17, 2020	PREFUND TEST	Processed	2.22	2.22	Payment	Copy Reverse

Search activity

Date: All activity

Type: All types

- Once the file is open, make the adjustments as needed
 - **Note: The effective date will auto-fill with the next business day. Be sure to change this if need be.**
 - The example below placed line TWO on hold. Notice how the textboxes are grayed out.

Description * PPD6.ach Tax identification number ECORP TEST CLIEN[xxxxx6789]

Effective date 12/2/2020 Same day Repeat

Type Other (Commingled) Total withdrawal \$6.24 Total deposit \$6.24

Batch

Name 1-PPD-ACH Company FNB[xxxxx6789] Company description ACH

Pay from Show Details Show Filter Total batch withdrawal (1 item) \$6.24

Pay to Prenote none

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Prenote
Pay	VACATION		043318092		Checking	6.24	<input type="checkbox"/> No <input type="checkbox"/> X

+ Add pay from

Pay to Show Details Show Filter Total batch deposit (1 item) \$6.24

Pay to Prenote none

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Prenote
Pay	SUMMER		043318092		Checking	6.24	<input type="checkbox"/> No <input type="checkbox"/> X
<input type="checkbox"/> Hold	WINTER		043318092		Checking	3.00	<input type="checkbox"/> No <input type="checkbox"/> X

+ Add pay to

* Indicates required field

Complete ACH Save for later Cancel

- Click **Complete ACH** to submit the file for review by your company's designated approver
- Click **Save for later** to save the file; you will receive a confirmation that the file was saved (This will save the new file in addition to your initial file.)
- Click **Cancel** to delete the entire transfer

* Indicates required field

Complete ACH Save for later Cancel

TREASURY MANAGEMENT



Example of the **Complete ACH confirmation screen:

****The file has not been submitted to the bank.****

The assigned approver at your company must now login and follow the steps outlined beginning on page 3 to complete the ACH submission to the bank for processing.

⚠ TEST ONE is pending client review.

TEST ONE

Reference number	c44433b975
Effective date	Jul 17, 2020
Total withdrawal	\$1.10
Number of withdrawals	1
Total deposit	\$1.10
Number of deposits	1

[Return to ACH activity](#) [Save as template](#)

- Click **Return to ACH Activity to view status of file** or **Save as template** to save as template and refer to Template instructions for further information

CHANGE ACH TRANSFER (File) - to change a saved ACH file created in the ACH software

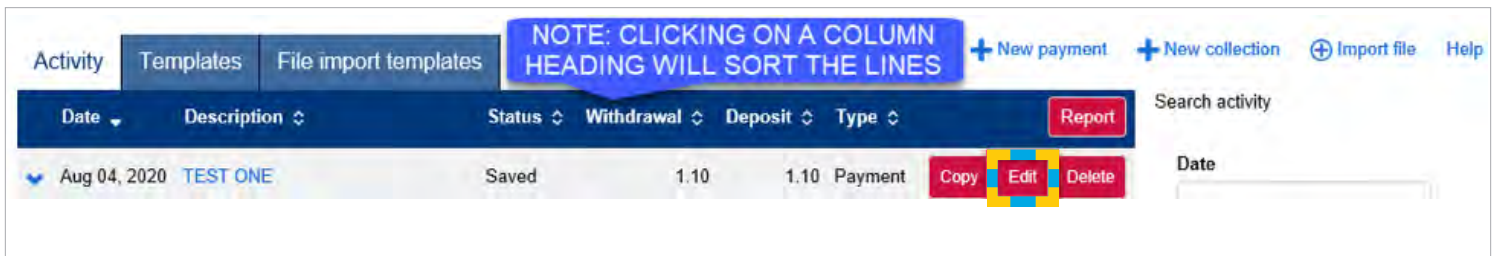
- Select the **Payments & Transfers** tab
- Select **ACH**



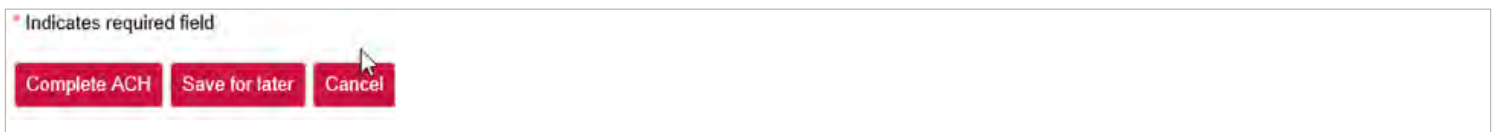
Payments & transfers



- Select **Edit** on the right of the corresponding transfer (**This gives you the ability to change transfers that were previously saved.**)
- Search options are available on the right side of the screen.
 - **Note:** The **Date** searches by the effective date in the file, not the date the file was created.
- The **ACH List** will populate in date order



- The selected transfer's information will be displayed
- Make your changes
- Click **Complete ACH** to submit the file for review by your company's designated approver
- Click **Save for later** to save the file; you will receive a confirmation that the file was saved (These changes will overwrite your initial saved file.)
- Click **Cancel** to delete the entire transfer and not save your changes



Example of the **Process confirmation screen:

****The file has not been submitted to the bank.****

The assigned approver at your company must now login and follow the steps outlined beginning on page 3 to complete the ACH submission to the bank for processing.

⚠ TEST ONE is pending client review.

TEST ONE

Reference number	c44433b975
Effective date	Jul 17, 2020
Total withdrawal	\$1.10
Number of withdrawals	1
Total deposit	\$1.10
Number of deposits	1

[Return to ACH activity](#)

[Save as template](#)

- Click **Return to ACH Activity to view status of file** or **Save as template** to save as template and refer to Template instructions for further information

INQUIRE ACH TRANSFER (FILE)

Note: Processed files will be listed for a period of 3 months. Saved files will be listed until they are deleted (explained on page 25).

- Select the **Payments & Transfers** tab
- Select **ACH**



Payments & transfers



- The Activity tab will be selected
- Search options are available on the right side of the screen
 - **Note:** The **Date Range** searches by the effective date in the file, not the date the file was created
- Click on the **Description** you would like to view

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jul 17, 2020	TEST ONE	Saved	1.10	1.10	Payment	Copy Edit Delete
Nov 29, 2019	samplefileCCD.txt	Saved	2,595.24	2,595.24	Payment	Copy Edit Delete
Nov 27, 2019	NONNACHA.csv	Saved	268.00	268.00	Payment	Copy Edit Delete

Search activity

Date: All activity

Type: All types

The selected transfer's information will be displayed

- At the top right of the screen there is a **Edit** icon (this is only available if you are the user who previously saved this transfer)
 - Click the **Edit** icon to make changes to the transfer
 - From this screen you will have the options to Complete ACH, Save for later, or Cancel -
 - Click **Print** to print the file's contents
 - Click **Report** to open or save the file in .pdf or .csv format (Microsoft Excel or a similar program) to print or save the file's contents
 - Click **Return to ACH Activity** at the bottom to return back to the Activity screen



TREASURY MANAGEMENT



DELETE ACH TRANSFER (File) - to delete saved ACH files created in the ACH software

- Select the **Payments & Transfers** tab
- Select **ACH**



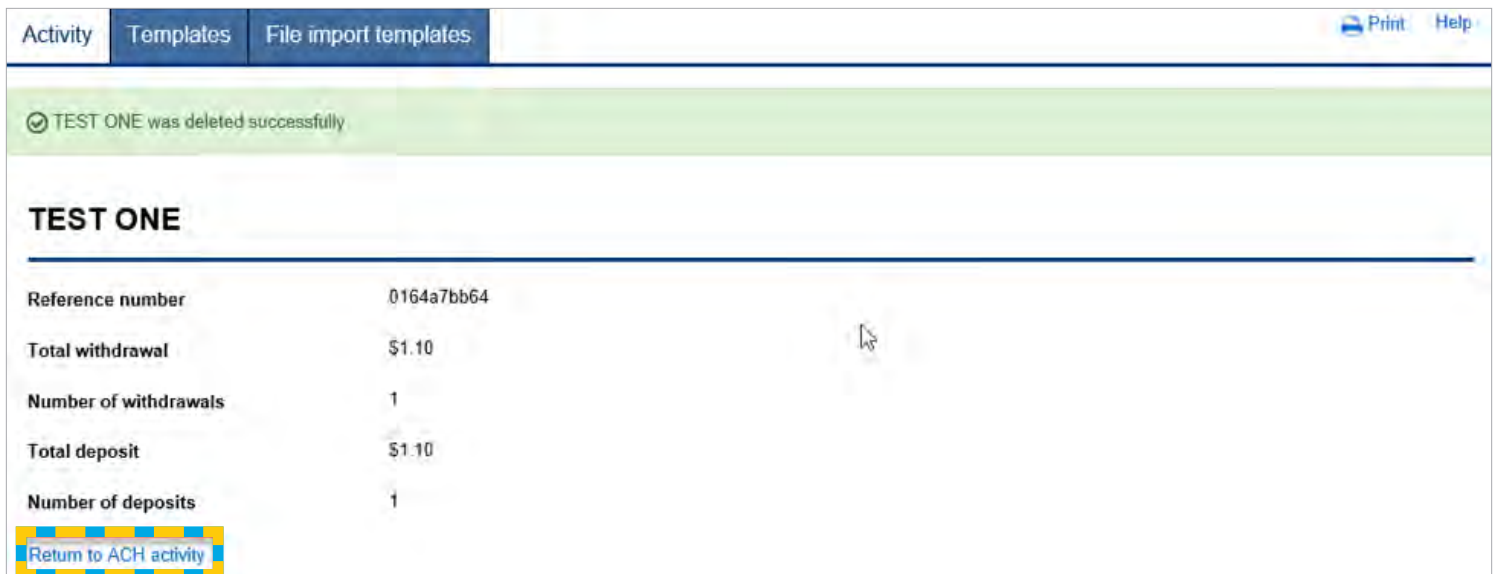
Payments & transfers



- Select **Delete** on the right of the corresponding transfer (**This will delete transfers that were previously saved. This does not stop a transfer from occurring. Refer to the instructions on page 40 to reverse a processed file.**)
- The selected transfer's information will be displayed
- Click **Delete ACH** at the bottom of the screen



- You will receive a success message.
- The option to Print is on the top right.
- Click **Return to ACH activity** to be directed back to the Activity Screen



IMPORT ACH TRANSFER (File) - to import NACHA files created in your own ACH software

Note: The following header information should be included in your file:

- **Immediate Destination** - Bank routing number 043318092
 - **Immediate Origin** - Bank routing number 043318092
 - **Company Name** - Your Company name
 - **Company Identification** - Tax ID preceded by a "1"- no spaces/dash
 - **Company Entry Description** - Payroll, taxes, etc.
 - **Originating DFI Identification** - 04331809 (FNB routing number minus the number 2 at the end)
 - **Immediate Destination Name** - FNB PA
 - **Immediate Origin Name** - FNB PA
- Select the **Payments & Transfers** tab
 - Select **ACH**



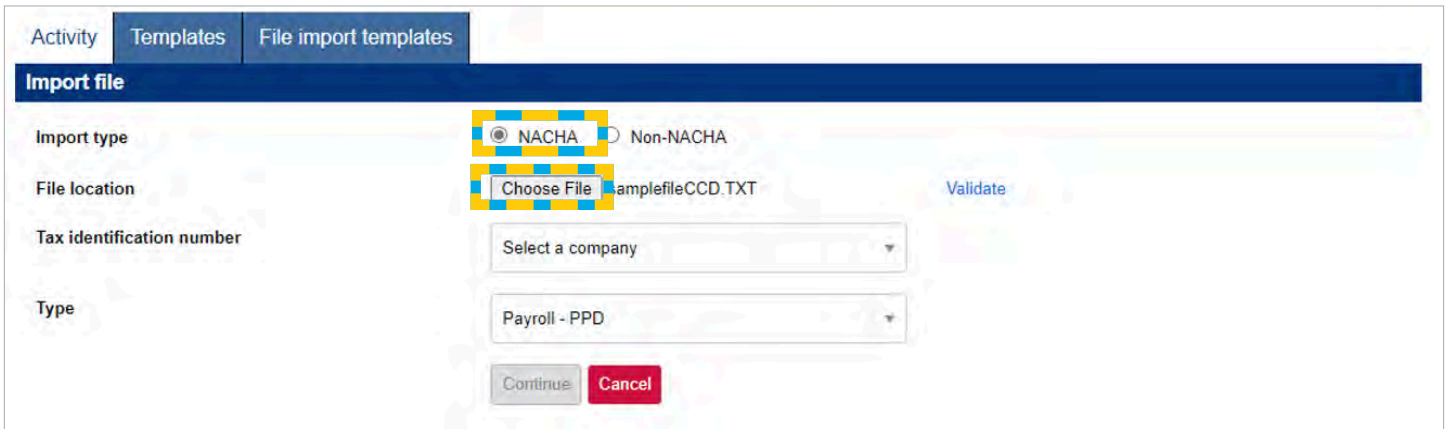
Payments & transfers



- Select + **Import File**



- Select **NACHA**
- Click **Choose File...** and select the transfer file from your computer



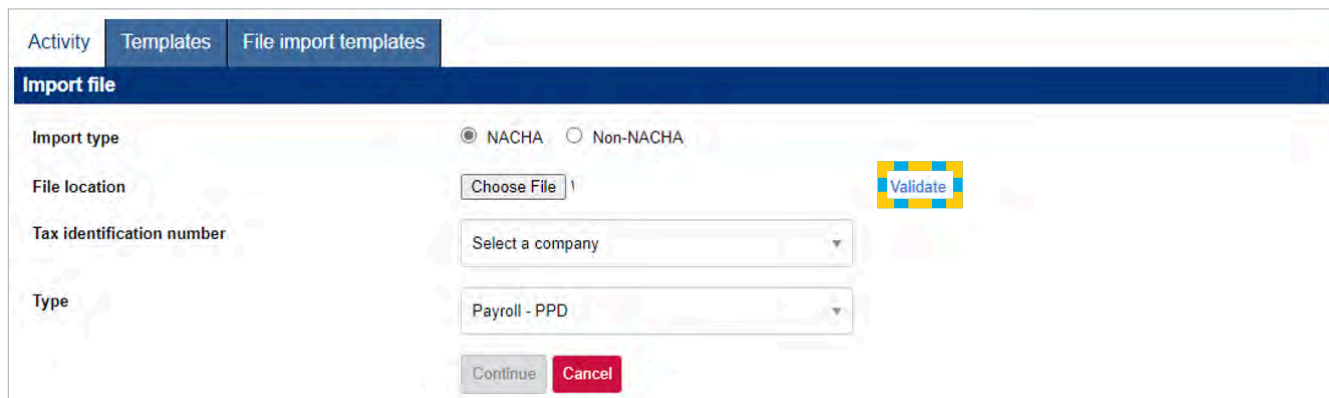
Select the **Tax identification number** from dropdown

• Select the **Type**:

- **Payroll (PPD)** – to submit payroll for employees
- **Prearranged deposit (PPD)** - used for sending funds to consumer accounts
- **Health savings contribution (PPD)** - used for collecting funds from your employees into your Health Savings Account
- **Company (CCD)** - used for sending funds to business accounts
- **Vendor (CCD)** - used for sending funds to a vendor
- **Federal Taxes (CCD)** - used to submit federal tax payments
- **Corporate trade exchange (CTX)** - used to transfer funds to or from a business account; the maximum number of addenda records is 9,999
- **Child Support Agency (CCD)** - used to submit child support payments
- **Prearranged payment (PPD)** - used for collecting funds from consumer accounts
- **Company (CCD)** - used for collecting funds from business accounts
- **Commingled File** - used to submit files with more than one standard entry class code (Ex. PPD, CCD, etc.)

Imported files can be reviewed for any errors before submitting to the bank by clicking the Validate tab.

- Select **Validate** once the file has been selected. The system will review and report if there are any errors (see ex 1.1) or if no errors are found (ex 1.2)



EX 1.1 A report will display showing if there are any errors in the file before processing. This will allow you to correct any errors before uploading the file.

File Validation of 8.29..23.txt
05/06/2024 12:21:10

File Creation Date in 1 record contains potentially invalid year. [230829] (Format should be YYMMDD)

INVALID CHARACTER FOUND [225 = á] AT LINE: 550

EX 1.2 If there are no errors in the file, the following report will appear. Close the report.

File Validation of samplefileCCD.TXT
05/06/2024 12:13:52

No issues found.

• Click **Continue**

Continue Cancel

- A batch summary screen will appear; verify the **Effective date**, **Total withdrawal** and **Total deposit**
- Click **Back** to go back to the File Selections screen
- Click **Review ACH** for an in-depth overview of your file; any adjustments can be made on this screen
- Click **Complete ACH** to submit the file for review by your company's designated approver
- Click **Cancel** to delete the entire transfer

TREASURY MANAGEMENT



Batch summary (1) Hide ▲

Batch identification	1
Effective date	07/22/2020 <small>SELECT</small> Revert
Total withdrawal	\$2,595.24
Number of withdrawals	1
Total deposit	\$2,595.24
Number of deposits	5

[Back](#) [Complete ACH](#) [Review ACH](#) [Cancel](#)

Example of the **Review screen:

- Any adjustments can be made on this screen.
- Click **Complete ACH** to submit the file for review by your company's designated approver (example on the next page)
- Click **Save for later** to save the file; you will receive confirmation that the file was saved
- Click **Cancel** to delete the entire transfer

Pay from [Show Details](#) [Show Filter](#) Total batch withdrawal (1 item) \$2,595.24

Pay all

Pay/Hold	Account	Amount
Pay	TWO	2,595.24 ✕

[+ Add another pay from](#)

Pay to [Show Details](#) [Show Filter](#) Total batch deposit (1 item) \$2,595.24

Pay all Prenote none

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Prenote
Pay	Test VENDOI	1	043318092 <small>Q</small>		Checking	2,595.24	<input type="checkbox"/> No ✕

[+ Add another pay to](#)

* Indicates required field

[Complete ACH](#) [Save for later](#) [Cancel](#)

Example of the **Process confirmation screen:

****The file has not been submitted to the bank.****

The assigned approver at your company must now login and follow the steps outlined beginning on page 3 to complete the ACH submission to the bank for processing.

ACH

Activity | **Templates** | File import templates Print Help

⚠ samplefileCCD.txt is pending client review.

samplefileCCD.txt

Reference number	5484c61b88
Effective date	Jul 22, 2020
Total withdrawal	\$2,595.24
Number of withdrawals	1
Total deposit	\$2,595.24
Number of deposits	1

[Return to ACH activity](#) Save as template

- Click **Return to ACH Activity to view status of file** or **Save as template** to save as template and refer to Template instructions for further information

ACH FILE IMPORT TEMPLATE - used for Non NACHA files (For example, .csv files)

Note: If you are using your own software to create NACHA files, refer to the Import ACH Transfer process on page 26 of this guide.

The below steps are used to create a new import template. To import a file using an existing template, refer to the Existing Template process on page 35 of this guide.

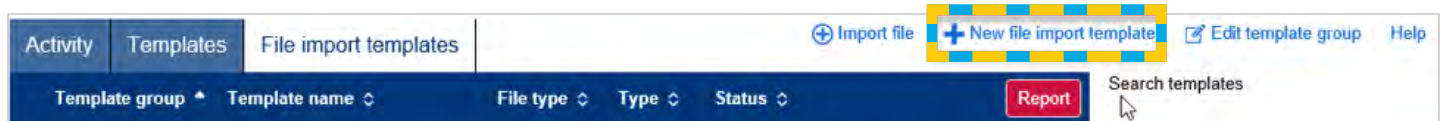
- Select the **Payments & Transfers** tab
- Select **ACH**



Payments & transfers



- Select **File Import Templates**
- Select **New file import template:**



- **Import type Select Non-NACHA**
- Click **Choose File...** and select the transfer file from your computer

A screenshot of the 'Import file' form. The 'Import type' section has 'Non-NACHA' selected. The 'File location' section has a 'Choose File' button highlighted with a blue and yellow dashed border. Other fields include 'Template' (set to 'Create new template') and 'Type' (set to 'Payroll - PPD'). There are 'Continue' and 'Cancel' buttons at the bottom.

Select the **Type:**

- **Payment** (sending funds out)
 - **Payroll – PPD** – to submit payroll for employees
 - **Prearranged deposit - PPD** - used for sending funds to consumer accounts
 - **Health savings contribution - PPD** - used for dispersing funds into your employees Health Savings Accounts
 - **Company - CCD (Credit)** - used for sending funds to business accounts
 - **Vendor - CCD** - used for sending funds to a vendor
 - **Federal taxes - CCD** - used to submit federal tax payments
 - **Corporate trade exchange CTX** - used to transfer funds to or from a business account; the maximum number of addenda records is 9,999
 - **Child support agency - CCD** - used to submit child support payments

- **Collection** (receiving funds in)
 - **Prearranged Payment - PPD** - used for collecting funds from consumer accounts
 - **Corporate Debit - CCD (Debit)** - used for collecting funds from business accounts

The screenshot shows the 'New file import template' form. The 'Import type' is set to 'Non-NACHA'. A dropdown menu is open, showing a list of payment types. The 'Collection' category is expanded, showing options like 'Prearranged payment - PPD' and 'Company - CCD'. The 'Payroll - PPD' option is highlighted.

- Click **Continue**
- Enter the **Template name**
- **Template group:** Select the New Icon

The screenshot shows the 'New file import template' form. The 'Template name' field is empty. The 'Tax identification number' field contains 'ACH 1.0 TEST CO2[xxxxx5405]'. The 'Template group' dropdown is set to 'New ACH Template'. A '+ New' button is visible.

- Enter the **Template Group** name (Ex. Payroll, Membership Dues)
- Click **Save**

The screenshot shows the 'New template group' dialog box. The 'Template Group' field is empty. There are 'Save' and 'Cancel' buttons.

- **Insert decimal into amounts:** Select Yes or No
- Select file format:
 - **Delimited** and select how the fields are separated (**Tab**, **Semicolon**, **Comma**, **Space** or **Other**; if selecting **Other**, enter the symbol in the textbox provided)
 - **Fixed Width**
- Enter the **Number of Header Rows to Exclude** (if applicable)
- Enter the **Number of Footer Rows to Exclude** (if applicable)
- Select **Text Qualifier** (if applicable)

TREASURY MANAGEMENT



Type
Payment (Payroll - PPD) Yes No

Insert decimals into amounts

File format Delimited Fixed width

Number of rows to exclude

Header **Footer**

Tab Semicolon Comma Space Other

Text qualifier
None

File preview
(Showing rows from beginning and end of file)

```
EMPLOYEE 1,043318092,1234,1.5
EMPLOYEE 2,043318092,5678,1.25
```

- Select the corresponding column names (below is a Delimited example)

Column 1 **Column 2** **Column 3** **Column 4**

Name * Routing transit * Account number * Amount *

Mapping preview

Name	Routing transit	Account number	Amount
EMPLOYEE 1	043318092	1234	1.5
EMPLOYEE 2	043318092	5678	1.25

- **Apply additional values to File** -(if applicable) select additional criteria to be entered into the file
- Click **Add Value** if additional lines are needed

Apply additional values

Type	Value
(None)	X
Discretionary data	X
Effective date	X
Identification	X
Payment information	X
Transaction code	X
(None)	X

+ Add value

- **Offset account options** - select one:
 - **Offset account defined in file**
 - **Select offset account** from the dropdown
- **Effective Date Option** - select one:
 - **Date in file**
 - **Prompt for date**
 - **Default current business date**

User Access

- Selecting **All current and future users** will select all listed users and automatically add the template to any new users added in the future.
- **OR** Select the specific users who should have access to use the template.
- Click **Continue**
- Enter, or select from the calendar, the **Effective Date** (if applicable)

Offset account options

Offset account defined in file Select offset account

Effective date options

Date in file Prompt for date Default current business date

User access

All current and future users Specific users

Deselect all

<input type="checkbox"/> ACH ONE ADMIN	<input type="checkbox"/> BARBARA GORDON	<input type="checkbox"/> BRUCE WAYNE
<input checked="" type="checkbox"/> CADE SKYWALKER	<input type="checkbox"/> CASSANDRA CAIN	<input type="checkbox"/> DAMIAN WAYNE
<input type="checkbox"/> DICK GRAYSON	<input type="checkbox"/> MILES MORALES	<input type="checkbox"/> TAS TWO LIVE TESTER
<input type="checkbox"/> THOMAS DUKE	<input type="checkbox"/> TIM DRAKE	

- Click **Back** to go back to the previous screen
- Click **Continue** to review the file summary
- Click **Cancel** to delete the entire transfer

New file import template

Import File - NONNACHA SAMPLE

Template	NONNACHA SAMPLE
Type	Payment (Payroll - PPD)
Name	Data Contained In File
Routing transit	Data Contained In File
Account number	Data Contained In File
Amount	Data Contained In File
Transaction code	Checking credit (22)
Offset Account	TWO
Effective Date	07/21/2020 <input type="button" value="SELECT"/>

TREASURY MANAGEMENT



- Click **Back** to go back to the previous screen
- Click **Complete ACH** to submit the file for your review by your company's designated approver
- Click **Review ACH** for an in-depth overview of your file, any adjustments can be made on this screen
- Click **Cancel** to delete the entire transfer

Import file - NONNACHA SAMPLE.csv

File summary	
File withdrawal total	\$2.75
Number of withdrawals	1
File deposit total	\$2.75
Number of deposits	2
Reference number	f24465cbc8

Batch summary (1) Show ▾

Back
Complete ACH
Review ACH
Cancel

Example of the **Process confirmation screen:

****The file has not been submitted to the bank.****

The assigned approver at your company must now login and follow the steps outlined beginning on page 3 to complete the ACH submission to the bank for processing.

ACH
Print Help

Activity

Templates

File import templates

⚠ NONNACHA SAMPLE.csv is pending client review.

NONNACHA SAMPLE.csv

Reference number	f24465cbc8
Effective date	Jul 21, 2020
Total withdrawal	\$2.75
Number of withdrawals	1
Total deposit	\$2.75
Number of deposits	2

Return to File import templates
Save as template

- Select either **Return to file import template** or **Save as template** to save as a template

IMPORT ACH TRANSFER - NON NACHA - used once a new template has been created

Note: If you are using your own software to create NACHA files, refer to the Import ACH Transfer process on page 26 of this guide.

The below steps are used to to import Non NACHA files (such as .csv files) using a template already created using the process on page 30 of this guide.

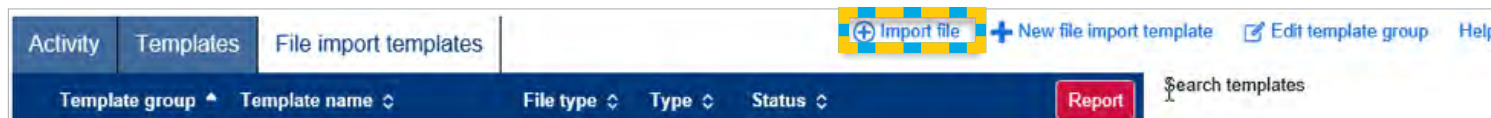
- Select the **Payments & Transfers** tab
- Select **ACH**



Payments & transfers



- Under **File import templates**
- Select **Import file**



- Select **Non-NACHA**
- Click **Choose File** to select the file saved on your computer
- Select the **Template** name from the dropdown
- Click **Continue**

A screenshot of the 'Import file' form. The form has a dark blue header with 'Activity', 'Templates', and 'File import templates' tabs. Below the header is a form with the following fields: 'Import type' (radio buttons for NACHA and Non-NACHA, with Non-NACHA selected), 'File location' (a 'Choose File' button and the text 'Payroll.csv'), 'Template' (a dropdown menu with 'MY OWN TEMPLATE' selected), 'Tax identification number' (the text 'ECORP TEST CLIEN[xxxxx6789]'), and 'Type' (the text 'Payment (Prearranged deposit - PPD)'). At the bottom of the form are two red buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a yellow and blue dashed border.

- The **mapping** screen will appear. Any missing information from your file can be entered (The example below required the Effective Date be entered.)
- Click **Continue**

NONNACHA SAMPLE

Template	NONNACHA SAMPLE
Type	Payment (Payroll - PPD)
Name	Data Contained In File
Routing transit	Data Contained In File
Account number	Data Contained In File
Amount	Data Contained In File
Transaction code	Checking credit (22)
Offset Account	TWO
Effective Date	07/24/2020 <input type="button" value="SELECT"/>

- A File Summary screen will appear; verify the **File withdrawal total** and **File deposit total**
- Click **Back** to go back to the mapping screen
- Click **Review ACH** for an in-depth overview of your file; any adjustments can be made on this screen
- Click **Complete ACH** to submit the file for review by your company's designated approver
- Click **Cancel** to delete the entire transfer

File summary

File withdrawal total	\$2.75
Number of withdrawals	1
File deposit total	\$2.75
Number of deposits	2
Reference number	f864e66a6b

Batch summary (1)

Show 

TREASURY MANAGEMENT



Example of the **Review screen:

NONNACHA SAMPLE.csv
Undo all changes

Description *

Tax identification number

Effective date *

SELECT

Same day
 Repeat

Status	Type	Total withdrawal	Total deposit
Saved	Payment (Payroll - PPD)	\$2.75	\$2.75
Saved	Payment (Payroll - PPD)	\$2.75	\$2.75

Batch

Name	Company	Company description
1-PPD-NONNACHA S	ACH 1.0 TEST CO2[xxxxx5405]	NONNACHA S

Pay from Show Details Show Filter

Pay all

Pay/Hold Account Amount

Pay ✕

+ Add another pay from

Total batch withdrawal (1 item) \$2.75

Pay to Show Details Show Filter

Pay all Prenote now

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Prenote
Pay	EMPLOYEE		043318092 <input type="text"/>	1234	Checking	1.50	<input type="checkbox"/> No ✕
Pay	EMPLOYEE :		043318092 <input type="text"/>	5678	Checking	1.25	<input type="checkbox"/> No ✕

+ Add another pay to

* Indicates required field

Complete ACH
Save for later
Cancel

Total batch deposit (2 items) \$2.75

• You will receive a **Reference Number** to let you know that your file was uploaded successfully

Example of the **Process confirmation screen:

****The file has not been submitted to the bank.****

The assigned approver at your company must now login and follow the steps outlined beginning on page 3 to complete the ACH submission to the bank for processing.

NONNACHA SAMPLE.csv is pending client review.

NONNACHA SAMPLE.csv

Reference number	f864e66a6b
Effective date	Jul 24, 2020
Total withdrawal	\$2.75
Number of withdrawals	1
Total deposit	\$2.75
Number of deposits	2

[Return to File import templates](#)

[Save as template](#)

- Select either **Return to file import template** or **Save as template** to save as a template

ACH FILE IMPORT TEMPLATE - DELETE - (used to delete existing templates)

- Select the **Payments & Transfers** tab
- Select **ACH**



Payments & transfers



- Select **File import templates**
- Select **Delete** on the right of the corresponding template name

Activity	Templates	File import templates					Report	Search templates	
Template group	Template name	File type	Type	Status		Send	Edit	Delete	Template group
▼ New ACH Template	NONNACHA SAMPLE	Non NACHA	Payment	Not applicable		Send	Edit	Delete	<input type="text"/>
▼ TEST 2	ALTOONA	Non NACHA	Payment	Not applicable		Send	Edit	Delete	

- An overview of the template will display, scroll down and click **Delete template**

Field details

Name	Data Contained In File
Routing transit	Data Contained In File
Account number	Data Contained In File
Amount	Data Contained In File
Transaction code	Checking credit (22)
Offset Account	TWO
Effective Date	Prompt For Date

[Delete template](#) [Return to File Import templates](#)

- You will return back to the **File import template** screen

REVERSE ACH TRANSFER - (File)

- Select the **Payments & Transfers** tab
- Select **ACH**



Payments & transfers



- The **Activity** screen will display (This gives you the ability to reverse a transfer (file) that has been processed through ACH with an effective date within the past 5 business days.)
- Search options are available on the right side of the screen
 - **Note:** The **Date** searches by the effective date in the file, not the date the file was created
- Select the **Reverse** button on the right side of the corresponding file name

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jul 20, 2020	ACH PAYROLL	Processed	1.00	1.00	Payment	Copy Reverse
Jul 17, 2020	TEST TRANSFER	Processed	2.10	2.10	Payment	Copy Reverse

NOTE: You will only be able to reverse a file, or an item(s) within a file, with the Transfer Status of Processed and with a Transfer Date in the past 5 business days.

The selected transfer's information will be displayed. Scroll down to the section you would like to reverse.

- Click **Reverse none/Reverse all** to reverse each line on this page
- **Or No/"Yes"** for the line(s) you would like to reverse
- Click **Reverse ACH** to continue

Pay to [Show Details](#) [Show Filter](#) **NOTE: CLICKING ON A COLUMN HEADING WILL SORT THE LINES** Total batch deposit (1 item) \$0.50 [Reverse all](#)

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Reverse
Pay	TEST		043318092		Checking	0.50	Yes

Approval

Name: KURT APPROVE Date: Jul 27, 2020 9:10:27 AM

[Reverse ACH](#) [Return to ACH activity](#)

TREASURY MANAGEMENT



- The system will automatically add “_Reversal” after your original **Description**
- The system will automatically set the **Transfer Start Date** to match the original file’s effective date, or current day’s date if the original file’s date has passed
- The accounts to be included in the reversal will be listed
- Select your company’s account to be used in the reversal from the **Account** dropdown and then enter the amount (**Note:** The black **X** will delete the corresponding row)
- Click **Complete ACH reversal** field
- Click **Cancel** to return back to the main menu

ACH PAYROLL_Reversal

Description *	Tax identification number	Type
ACH PAYROLL_Reversal	ACH 1.0 TEST CO2[xxxxx5405]	Other (Reversal)

Effective date	Total withdrawal	Total deposit
Aug 17, 2020	\$1.00	50.00

Batch

Name	Company	Company description
1-PPD-ACH PAYROL	ACH 1.0 TEST CO2[xxxxx5405]	REVERSAL

Pay from Show Details Show Filter Total batch withdrawal (1 item) \$1.00

Name ↕	Identification ↕	Routing transit ↕	Account number ↕	Account type ↕	Amount ↕
TEST		043318092		Checking	1.00

Pay to Show Details Show Filter Total batch deposit (0 items) \$0.00

Account * ↕ Amount * ↕

Select an account
✕

[+ Add another pay to](#)

* Indicates required field

Complete ACH reversal Cancel

- You will receive the below message
- Click [Return to ACH activity](#) to return to main menu

ACH PAYROLL_Reversal was processed successfully

ACH PAYROLL_Reversal

Reference number	23f4b628ee
Effective date	Jul 20, 2020
Total withdrawal	\$1.00
Number of withdrawals	1
Total deposit	\$1.00
Number of deposits	1

[Return to ACH activity](#)

NEW FEDERAL TAX PAYMENT (CCD) - to submit a Federal Tax Payment using the ExecuBanc ACH software

- Select the **Payments & Transfers** tab
- Select **ACH**
- Select **New payment**
- Select the **Type: Federal taxes – CCD**
- Click **Continue**

The screenshot shows the ExecuBanc web interface. The top navigation bar includes 'Home', 'Accounts', 'Payments & transfers' (highlighted), 'Checks & deposits', and 'Administration'. Below this, the 'Payments & transfers' section has buttons for 'INTERNAL', 'ACH' (highlighted), 'WIRE', and 'BILL PAY'. Under the 'ACH' section, there are tabs for 'Activity', 'Templates', and 'File import templates'. A '+ New payment' button is highlighted. Below the tabs, there are dropdown menus for 'Date', 'Description', 'Status', 'Withdrawal', 'Deposit', and 'Type', along with a 'Report' button and a 'Search activity' field.

The 'New payment' form is shown. The 'Type' dropdown menu is set to 'Federal taxes - CCD'. Below the dropdown, there is a note: '* Indicates required field'. At the bottom of the form, there are two buttons: 'Continue' (highlighted) and 'Cancel'.

Note: The following instructions explain how to complete a Federal Tax Deposit-94105.

- Enter the **Description**, or name of the transfer (Ex. Payroll June)
- Select the **Tax identification number** (if applicable)
- Enter, or select from the calendar, the **Effective date**
- Only select **Repeat** to set a recurring frequency
 - **Note:** Do not select **Repeat** for on-demand transfers
- Select the **From account** from the dropdown
- Only enter **Company description** if you would like to change from the description displayed on the top left

TREASURY MANAGEMENT



New ACH

Description *	Tax identification number	
<input type="text"/>	ACH MANAGER 1.0[xxxxxx5405]	
Effective date *	<input type="checkbox"/> Same day <input type="checkbox"/> Repeat	
<input type="text"/>		
From account *	Type	Total payment
Select an account	Payment (Federal taxes - CCD)	\$0.00
Batch		
Name	Company	Company description
	[xxxxxxxxxx]	



Under **Payments**

- Select the **Pay/Hold** box to quickly omit a transaction from processing without deleting the transaction information
- Enter the following:
 - **Name** - Will default to **IRS**
 - Select the **Tax description** - (This example shows Emp. Quarterly Return – Dep./94105)
 - **Note:** Clicking the black **X** will delete the section
 - **Taxpayer ID** – Enter your tax identification number
 - Enter, or select from the calendar, the **Tax Period End Date**
 - **Note:** This should be the quarter the payment is effective and **MUST BE March (3), June (6), September (9), or December (12)** for the month, the day should be **1** and choose the appropriate year.
- **Tax amount 1:**
 - **Amount** - Enter the Social Security portion of the tax due
 - **Type** – Delete the number listed and enter **1**
 - **Type description** – Enter **Social Security**
- **Tax amount 2:**
 - **Amount** – Enter the Medicare portion of the tax due
 - **Type** – Enter **2**
 - **Type description** – Enter **Medicare**
- **Tax Amount 3:**
 - **Amount** – Enter the Tax Withholding portion of the tax due
 - **Type** – Enter **3**
 - **Type description** – Enter **Tax Withholding**
 - **Note:** Clicking the black **X** will delete the section
- Click the **Add Payment** button to create an additional tax payment (all payments in the file will have the same Transfer Start Date / effective date)

TREASURY MANAGEMENT




Payments


Pay Name * Tax description Taxpayer ID * Tax period end date *  

Tax amount 1

Amount * Type * Type description

Tax amount 2 

Amount Type Type description




Tax amount 3 

Amount Type Type description

[+ Add payment](#)

- Click **Save for later** to save the file; you will receive a confirmation that the file was saved
- Click **Complete ACH** to submit the file for review by your company's designated approver
- Click **Cancel** to delete the entire transfer


* Indicates required field

Example of the **Process confirmation screen:


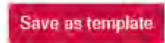
****The file has not been submitted to the bank.****

The assigned approver at your company must now login and follow the steps outlined beginning on page 3 to complete the ACH submission to the bank for processing.

 TEST ONE is pending client review:

TEST ONE

Reference number	c44433b975
Effective date	Jul 17, 2020
Total withdrawal	\$1.10
Number of withdrawals	1
Total deposit	\$1.10
Number of deposits	1

- Click **Return to ACH activity**

TREASURY MANAGEMENT



REPORTS – A feature that allows you to create a report of transfers

- The Report icon is available on the **Activity, Templates** and **File import templates** tabs

ACH

Activity Templates File import templates + New payment + New collection Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report	Copy	Reverse
Jul 20, 2020	ACH PAYROLL	Processed	1.00	1.00	Payment	Report	Copy	Reverse
Jul 17, 2020	TEST TRANSFER	Processed	2.10	2.10	Payment	Report	Copy	Reverse
Jul 17, 2020	PREFUND TEST	Processed	2.22	2.22	Payment	Report	Copy	Reverse

Search activity

Date: All activity

Type: All types

- Once the **Report** icon is selected, the Activity report box displays. This allows you to create a report
- Select the report type:
 - **File information** – displays all selected files
 - **Batch information** – displays all selected files and any multiple batches contained in the files
 - **Transactions** – displays all selected files and the contents of the files
- Select the **Format** you wish to download to open or save and print if desired:
 - **PDF (.pdf)** (Adobe Acrobat or a similar program); examples are on the next page
 - **Comma-separated value (.csv)** (Microsoft Excel or a similar program)

Note: To view an individual file report, select the file name and the follow the instructions above.

Activity report

Summary: 6 ACH files 6 batches Select

Type File information
 Batch information
 Transactions

Format: PDF (.pdf)

Download report Cancel

****Examples of Reports after selecting PDF format****

Transfer List										Page 1 of 2
First National Bank of Pennsylv										
Transfer Description	Transfer Type	Date	Item Count	Addenda Count	Batches	Credit Amount	Debit Amount	Reference #		
PAYROLL	Payment - Payroll	10/22/20	2	0	1	\$2.00	\$2.00	f934b7fa65		
Transfer Status: Processed		Issued By: NICHOLE MIHALIK		Reviewer's Name: Bank Admin		Review Date & Time: 10/21/2019 05:00:26 PM				
Pending Approvals: 0										
PAYROLL_Reversal	Other - Reversal	10/22/20	2	0	1	\$2.00	\$2.00	78a45008bf		
Transfer Status: Pending Origination		Issued By: NICHOLE MIHALIK		Reviewer's Name:		Review Date & Time:				
Pending Approvals: 0										
Payroll.csv	Payment - Payroll	01/03/20	3	0	1	\$3.00	\$3.00	46143aab29		
Transfer Status: Transfer Exceeds Review: Pending Approval		Issued By: NICHOLE MIHALIK		Reviewer's Name: Bank Admin		Review Date & Time: 10/21/2019 04:59:29 PM				

Batch List										Page 1 of 1
First National Bank of Pennsylv										
Batch#	SEC	Transfer Description	Company Name	Effective Date	Item Count	Status	Reference Number	Credit	Debit	
1	PPD	712sample.txt	ECORP TEST CLIEN	10/23/2019	6	Disapproved	7ea41a78ad	\$0.05	\$0.05	
1	PPD	712sample.txt	ECORP TEST CLIEN	10/23/2019	6	Disapproved	a01465aa78	\$0.05	\$0.05	
1	PPD	GOJO ACH_041019_102334.txt	SERVIC	11/02/2019	281	Disapproved	5cb4a9585b	\$87,786.50	\$87,786.50	
1	PPD	PATCHING	ECORP TEST COMPA	10/24/2019	2	Recurring Entry	e8c498682d	\$1.00	\$1.00	
1	PPD	PATCHING	ECORP TEST COMPA	10/23/2019	2	Processed	cca4a29b04	\$1.00	\$1.00	
1	PPD	PAYROLL	ECORP TEST COMPA	10/22/2020	2	Processed	f934b7fa65	\$2.00	\$2.00	

All Transactions										Page 1 of 15
First National Bank of Pennsylv										
Transfer Description:		712sample.txt								
Transfer Type:		Payment - Prearranged Deposit								
Company Name:		ECORP TEST CLIEN								
Issued By:		SUE SAURO								
Reviewer's Name:		SUSAN SAURO								
Review Date and Time:		10/21/2019 12:54:17 PM								
Placement Date and Time:		10/21/2019 11:00:43								
Batch#	SEC	Recipient Name	Effective Date	Status	Account Number	Account Type	Amount	CR/DR	RT	

Note: To view an individual file report, select the file name and the follow the instructions above.

Contact Information:

- For additional assistance, please call Treasury Management Support Toll-free at (866) 750-5298 to speak to a support representative Monday - Friday between the hours of 8:00 AM and 5:30 PM ET.
- For additional information, you can visit our website at www.fnb-online.com, or you can take advantage of the Demos also available on our website.
- To contact Treasury Management Support via e-mail, the address is treasurymgmt@fnb-corp.com.

System Requirements:

Equipment -

- A personal computer and Internet connection are needed.
- A monitor resolution of 800x600 (or greater) is recommended for best performance on our website.

Software -

- Current version of Adobe Reader
- Current version of an Internet browser capable of 128-bit encryption

Note: Beta versions of browsers or Operating Systems are not supported.

TREASURY MANAGEMENT

