

Associated Connect[®]

Reference Guide: ACH Payments



ACH Payments

You can use ACH Payments to make a wide variety of payment types. Each data entry screen is specifically designed for a different kind of payment. Some of the payment types, also called applications, include:

- Direct deposit of payroll
- Cash concentration and disbursement
- Consumer debits and credits

The applications that you have access to are determined by entitlements.

About the Automated Clearing House

The ACH batches that you release to Associated Bank are processed through the Automated Clearing House (ACH) network. The ACH is a central clearing facility, typically operated by the Federal Reserve Bank, which receives and distributes electronic payments among banks and performs settlement functions.

For example, if you send a payroll to Associated Bank, it is then sent through the ACH to your employee's bank. On the settlement date, Associated Bank debits your account and their bank credits your employee's account.

ACH Terms and Features

The definitions below describe features and terms for ACH transactions.

Application – You use different applications for different types of payments. For example, you use the payroll application to make your payroll ACH transactions and tax applications when paying taxes. You select an application when you set up a database. Each application has its own data entry screen for adding database entries.

Database - Databases are groups of transactions that use the same application. For example, you may create a payroll database that includes payroll information for each of your employees. The information in the database includes all of the account and personal information needed to process the transaction. Every pay period you can open the database and quickly change the payment amount for each person in your payroll database.

Batch - Batches are groups of transactions that are ready to submit for payment. For example, when you are ready to send your payroll payments, all of the employee payments you are sending are considered a single batch which is processed at the same time with the same settlement date. The term “batch” comes from the way the system groups or batches transactions based on the effective date and payment type.

Frequency - In some cases, you may want to create transactions that are scheduled to be sent on a specific day each week, each month or even each year. You can use frequency settings to automatically schedule and release transactions. For example, if you create a bimonthly payroll, you can set up a payroll database with frequency controls that create the payroll on the 10th and 25th of each month.

Company - Companies allow you to submit ACH batches that contain specific ACH Company IDs (Tax IDs), or contain your account offset transaction information for your payments. For example, in a payroll transaction, the offset is the debit to your account that is made when the credits are applied to your employee bank accounts.

Effective Date - The effective date is the date transactions settle. You assign an effective date when you create transactions.

Data Export - The data export function is an optional feature allows you to export information from your ACH database information to your computer so that you can use it in your accounting package.

ACH Payroll Application Workflow Example

The steps below describe the typical ACH workflow that would occur with the payroll application. The steps for any other payment type, such as Federal Tax payments, would be similar. This is the general workflow. Step-by-step instructions on each area of the workflow, are shown later in this guide.

1. Create a new payroll database. This is used to store each employee's vital payroll and bank information. Once completed, you do not need to do this step again.

Add Database

Database List: Add Database

Company: * required

Application:

Database Name: *

For effective dates falling on non-business days select:

The previous business day

The next business day

Default Frequency: [None](#)

Create a database on the Add Database screen.

2. Databases are listed on the Database List screen.

B C I P V W All

Multi-select or Clear: 0 selected

Name	Company	Application	Generate Rep Ins	Status	Frequency
<input type="checkbox"/> Book Transfer	Demo Company	Book Transfer	No	Active	None
<input type="checkbox"/> Consumer Debits	Demo Company	Consumer Debits	No	Active	None
<input type="checkbox"/> Consumer Payment	Demo Company	Consumer Payments	No	Active	None
<input type="checkbox"/> Illinois Child Support	Demo Company	Illinois Child Support	No	Active	None
<input type="checkbox"/> Payroll	Demo Company	Payroll	No	Active	Weekly
<input type="checkbox"/> Vendor Payments	Demo Company	Vendor Payments	No	Active	None
<input type="checkbox"/> Wisconsin Child Support	Demo Company	Wisconsin Child Support	No	Active	None

The Database List screen displays all of your databases.

3. Add employees to the payroll database. The entry screen includes employee name, bank ID and account number, as well as other identifying information. You can change this information as needed. For example, when an employee changes banks, a new employee begins work or an employee ends employment.

Payroll

Employee Name: Employee ID: * required

Net Pay Amount: Employee's Bank ID:

Employee's Bank Account No.: Account Type: Checking Savings

Start Date:

Send Prenote: Hold Payment:

Add employees on the Database Detail screen.

4. Enter employee pay amounts each pay period. The Database Summary screen is set up so you can quickly enter or change pay amounts each pay period. If an employee is not to be paid, select the **Hold** option for the employee.

Payroll

Name Begins With Sort by Name

[F](#) [H](#) [M](#) [P](#) [S](#) [W](#) [All](#)

<input type="checkbox"/>	Name ▲	ID ▼	Amount	Status	Credit/Debit	Hold <input type="checkbox"/>
<input type="checkbox"/>	Weber, Brian	43210	<input type="text" value="\$555.00"/>	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Mardiks, Denise	43211	<input type="text" value="\$555.00"/>	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Sloane, Melissa	43212	<input type="text" value="\$778.90"/>	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Hanes, Ralph	43213	<input type="text" value="\$781.00"/>	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Williams, Janine	43214	<input type="text" value="\$678.00"/>	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Matz, Lisa	43221	<input type="text" value="\$987.00"/>	Entered	Credit	<input type="checkbox"/>

Enter employee pay amounts on the Database Summary screen.

5. Schedule the payment date. When you are ready to send the payroll transaction to the bank, on the Database List screen, select the checkbox next to the database from which you are creating the batch, and click **Create Batch**. Enter the date the payroll transactions should take place. The group of payroll transactions (the batch) is sent to the Batch List screen.

Create Batch

Database List: Create Batch

Use the Create Batch screen to assign an effective date for ACH transactions. You currently have 1 database(s) selected, return to the [Database List](#) to select additional databases.

<input type="checkbox"/>	Name	Company	Application	Exceptions
<input checked="" type="checkbox"/>	Payroll (Hourly)	ABC Company	Payroll	

Effective Date:

Transaction Options: All Prenotes Only

Set the payroll's effective date on the Create Batch screen.

6. From the Batch List screen, release the payroll transactions to the bank for payment by selecting the checkbox next to the batch you want to send, and click Release. The last step you perform is to actually send or release the payroll transactions for processing by your bank.

Batch List

i Debit batches must be released by <8:00 pm CT> 1 business day prior to effective date. Credit batches 2 business days prior

Select all Entered status batches on screen

<input type="checkbox"/>	Co	App	Effective Date	Seq.	Database Name	Status	Total Credits	# Credits	Total Debits	# Debits	#
<input type="checkbox"/>	ABC	VEN	01/09/2018	1	Vendor Payments	Released	\$50.00	1	\$50.00	1	0
<input type="checkbox"/>	ABC	CCD	01/09/2018	1	CCD Collections	Entered	\$50.00	1	\$50.00	1	0
<input type="checkbox"/>	ABC	PAY	01/09/2018	1	Hourly Payroll	Submitted	\$1050.00	5	\$1050.00	0	0

Release transactions to the bank from the Batch List screen.

7. The transactions then go to the Automated Clearing House and are distributed to each employees' bank.

8. The employees receive funds in their accounts on the date you indicated.

Add a Database

The first step in setting up ACH transactions is to create a database. Once you set up a database, it can be used repeatedly. Each database includes transaction entries that include important details that banks need to process the payment. The transaction information you enter is based on the type of payment being made.

1. Click **ACH Payments**. Depending on how many services you have, ACH Payments may be grouped under the Payments and Transfers category.

2. The Database List screen appears. Click **Add**.

B C I P V W All

Multi-select or Clear: Select an action 0 selected

Name	Company	Application	Generate Rep Ins	Status	Frequency
<input type="checkbox"/> Book Transfer	Demo Company	Book Transfer	No	Active	None
<input type="checkbox"/> Consumer Debits	Demo Company	Consumer Debits	No	Active	None
<input type="checkbox"/> Consumer Payment	Demo Company	Consumer Payments	No	Active	None
<input type="checkbox"/> Illinois Child Support	Demo Company	Illinois Child Support	No	Active	None
<input type="checkbox"/> Payroll	Demo Company	Payroll	No	Active	Weekly
<input type="checkbox"/> Vendor Payments	Demo Company	Vendor Payments	No	Active	None
<input type="checkbox"/> Wisconsin Child Support	Demo Company	Wisconsin Child Support	No	Active	None

3. Select the appropriate company from the **Company** dropdown list. Select the appropriate application (type of payment) from the **Application** dropdown list.

Add Database

Database List: Add Database

Company: * required

Application:

Database Name: *

For effective dates falling on non-business days select:

The previous business day

The next business day

Default Frequency: [None](#)

4. Enter a Database Name, such as “Payroll (Biweekly).”

5. If you want Associated Connect to automatically generate the transactions on a regularly scheduled day, select the **Auto-Generate Transactions** checkbox. You will set the dates in a later step.

Company: Master Company

Application: Payroll

Database Name:

Auto-Generate Transactions

Auto-Release Transactions

6. If you want Associated Connect to automatically release the transactions for processing on a regularly scheduled day, select the **Auto-Release Transactions** checkbox. You will set the dates in a later step.

7. Use the **Previous Business Day** and **Next Business Day** options to determine how you want payments to be made if the settlement effective date falls on a non-business day such as a holiday or weekend. These options are used if you are also using the Auto-Generate or Auto-Release options.

Note: ACH transactions cannot be processed on bank holidays. To view the Holiday Table, click **Setup** and **View holidays on which services do not process**.

8. If you are using the Auto-Generate and/or Auto-Release options, click the **Default Frequency** link to open the Frequency screen. Use this screen to set the days when your transactions will settle. For example, you may set your payroll to settle on the 10th or 15th of each month.

9. Click **Done** from the Frequency screen to return to the Add Database screen.

10. Click **Done** to save the new database. The Database Summary confirmation appears.

11. The next step is to add transactions to the database. In this case, you will add employees to the payroll database. To do this, click **Add** on the Database Summary screen. The Database Detail screen appears.

12. Enter required fields.

Note: Data entry fields for each payment type are different. Click **Help** for specific instructions for each data entry field.

13. When you are finished entering data, click **Save**. A confirmation appears.

14. Repeat steps 10-12 for each entry you wish to add to your database.

Note: To prevent errors, you may choose to send pre-notes for all new transactions. A pre-note is a zero-dollar transaction sent in advance of live monies to certify that all the banking and account information in the detail entry is correct.

Edit Database Entries

When you are ready to submit a transaction, you can quickly enter the database and change the payment amounts and select which transactions you want to submit. In the case of the payroll database, you change each employee’s payroll amount and then select which employees you want to include in the payroll batch.

Each entry appears on a separate line with summary information; including Name, ID, Amount, Status, Credit/Debit and the Hold option to allow you to hold back a payment. Use this screen to quickly edit the transaction amount or place the transaction on hold.

1. From the Database List screen, click the link for the appropriate database. The Database Summary screen appears.

- 2. Edit the amount field if necessary. Edit detail information by clicking on an employee’s name.
- 3. Select the **Hold** checkbox if you do not want to include the transaction. For example, you may want to place a hold on an employee’s payment when the employee is on leave.

The screenshot shows the 'Payroll' database summary screen. At the top, there are search filters: 'Name' (dropdown), 'Begins With' (text input), 'Sort by' (dropdown set to 'Name'), and a 'Search' button. Below the filters are navigation links: 'E', 'H', 'M', 'P', 'S', 'W', and 'All'. The main part of the screen is a table with the following data:

	Name ▲	ID ▼	Amount	Status	Credit/Debit	Hold <input type="checkbox"/>
<input type="checkbox"/>	Weber, Brian	43210	\$555.00	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Mardiks, Denise	43211	\$555.00	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Sloane, Melissa	43212	\$778.90	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Hanes, Ralph	43213	\$781.00	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Williams, Janine	43214	\$678.00	Entered	Credit	<input type="checkbox"/>
<input type="checkbox"/>	Matz, Lisa	43221	\$987.00	Entered	Credit	<input type="checkbox"/>

At the bottom of the screen, there are several action buttons: 'Add', 'Delete', 'Zero Fill', 'Save', 'Hold All Entries', 'Clear All Holds', and 'Reset'.

4. Depending on how your ACH service is set up, you may need to **Approve** database entry changes.

Note: If you are creating a database for a large number of entries that are already formatted in a spreadsheet application, you may be able to import your detail entries using the Data Import feature.

Approve Database Changes

Depending on how your ACH service is set up, approval might be required when a user creates a new database or changes an existing database or entry.

- 1. On the Database List, select the checkbox next to the database with a status of “Pending Approval.”
- 2. Click **Modify Database**.
- 3. On the Modify Database screen, click **Approve**.

Export a Database

Depending on how your ACH service is set up, you may or may not have access to export database information.

- From the Database List screen, select the checkbox next to the appropriate database, and then click **Export**.

Note: Use the "Multi-select or Clear" dropdown list to select or clear all databases or all databases that appear on the current page. As you select databases, the total number appears to the right of the "Multi-select or Clear" option.

The screenshot shows the Database List screen with a table of databases. At the top, there are filters: B, C, I, P, V, W, All. Below that is a 'Multi-select or Clear' dropdown menu with 'Select an action' and an 'Apply' button, and '0 selected' next to it. The table has columns: Name, Company, Application, Generate Rep Ins, Status, and Frequency. Below the table are buttons: Delete, Add, Modify Database, Create Batch, Import, Import Report, and Export.

Name	Company	Application	Generate Rep Ins	Status	Frequency
<input type="checkbox"/> Book Transfer	Demo Company	Book Transfer	No	Active	None
<input type="checkbox"/> Consumer Debits	Demo Company	Consumer Debits	No	Active	None
<input type="checkbox"/> Consumer Payment	Demo Company	Consumer Payments	No	Active	None
<input type="checkbox"/> Illinois Child Support	Demo Company	Illinois Child Support	No	Active	None
<input type="checkbox"/> Payroll	Demo Company	Payroll	No	Active	Weekly
<input type="checkbox"/> Vendor Payments	Demo Company	Vendor Payments	No	Active	None
<input type="checkbox"/> Wisconsin Child Support	Demo Company	Wisconsin Child Support	No	Active	None

- On the Export screen, select the appropriate information and click **OK**. A message appears indicating that the ACH Export was started.

The screenshot shows the Export screen. It has a 'Date' field set to 01/09/2018 and an 'Include column headers' checkbox. The 'Format' section has radio buttons for 'Comma-separated' and 'Tab-separated'. Below is a preview table with columns: Company, Application, and Name. At the bottom are 'OK' and 'Reset' buttons.

Company	Application	Name
XYZ Company	Monthly Rent Collection	Customer Debits

- Click **OK** to refresh the screen. A message appears indicating that the export file was created.

The screenshot shows the Export screen with a success message: 'Export File Created. Click here to download or view file.' The 'Date' field is 01/09/2018 and the 'Include column headers' checkbox is checked. The 'Format' section has radio buttons for 'Comma-separated' and 'Tab-separated'. Below is a preview table with columns: Company, Application, and Name. At the bottom are 'OK' and 'Reset' buttons.

Export

[Database List: Export](#)

Export File Created. Click here to download or view file.

Company	Application	Name
XYZ Company	Monthly Rent Collection	Customer Debits

- Click the message to download the export file. Use your browser **File/Save As** option to save the export data to a file on your computer.

Create Batches

If you use the Auto-Generate and/or Auto-Release options, the transaction will automatically be generated. If you do not use these options, you must manually create the batch of transactions for processing and determine the settlement date.

- Once you have updated the amounts on the Database Summary screen, return to the Database List screen by clicking **Database List**.

Database Summary

[Database List](#): Database Summary

Payroll

Name Begins With Sort by Name

[E](#) [H](#) [M](#) [P](#) [S](#) [W](#) [All](#)

<input type="checkbox"/>	Name ▲	ID ▼	Amount	Status	Credit/Debit	<input type="checkbox"/>	Hold
<input type="checkbox"/>	Weber, Brian	43210	\$555.00	Entered	Credit	<input type="checkbox"/>	
<input type="checkbox"/>	Mardiks, Denise	43211	\$555.00	Entered	Credit	<input type="checkbox"/>	
<input type="checkbox"/>	Sloane, Melissa	43212	\$778.90	Entered	Credit	<input type="checkbox"/>	
<input type="checkbox"/>	Hanes, Ralph	43213	\$781.00	Entered	Credit	<input type="checkbox"/>	
<input type="checkbox"/>	Williams, Janine	43214	\$678.00	Entered	Credit	<input type="checkbox"/>	
<input type="checkbox"/>	Matz, Lisa	43221	\$987.00	Entered	Credit	<input type="checkbox"/>	

- From the Database List screen, select the checkbox next to the appropriate database, and then **Create Batch**. The Create Batch screen appears.

[B](#) [C](#) [I](#) [P](#) [V](#) [W](#) [All](#)

Multi-select or Clear: 0 selected

<input type="checkbox"/>	Name	Company	Application	Generate Rep Ins	Status	Frequency
<input type="checkbox"/>	Book Transfer	Demo Company	Book Transfer	No	Active	None
<input type="checkbox"/>	Consumer Debits	Demo Company	Consumer Debits	No	Active	None
<input type="checkbox"/>	Consumer Payment	Demo Company	Consumer Payments	No	Active	None
<input type="checkbox"/>	Illinois Child Support	Demo Company	Illinois Child Support	No	Active	None
<input type="checkbox"/>	Payroll	Demo Company	Payroll	No	Active	Weekly
<input type="checkbox"/>	Vendor Payments	Demo Company	Vendor Payments	No	Active	None
<input type="checkbox"/>	Wisconsin Child Support	Demo Company	Wisconsin Child Support	No	Active	None

- Enter the batch settlement date in the Effective Date text box. To create a batch of ACH transactions, select All as the transaction option. To create a batch of pre-notes for new database entries, select Pre-notes Only.

Use the Create Batch screen to assign an effective date for ACH transactions. You currently have 1 database(s) selected, return to the [Database List](#) to select additional databases.

<input type="checkbox"/>	Name	Company	Application	Exceptions
<input checked="" type="checkbox"/>	Payroll (Hourly)	ABC Company	Payroll	

Effective Date:

Transaction Options: All Prenotes Only

- Click **OK**. Batches appear on the Batch List screen. You may have to click **Refresh** to see new batches. Follow any prompts that appear on the screen.

i Debit batches must be released by <8:00 pm CT> 1 business day prior to effective date. Credit ba

Select all Entered status batches on screen

Co	App	Effective Date	Seq.	Database Name	Status	Total Credits	# Credits	
<input type="checkbox"/>	ABC	VEN	01/09/2018	1	Vendor Payments	Released	\$50.00	1
<input type="checkbox"/>	ABC	CCD	01/09/2018	1	CCD Collections	Entered	\$50.00	1
<input type="checkbox"/>	ABC	PAY	01/09/2018	1	Hourly Payroll	Submitted	\$1050.00	5

Check Totals and Run Reports

The Batch Summary report provides you with totals for all transactions in selected batches.

- From the Batch List screen, select the checkbox next to one or more batches.
- Click **Batch Report**. The Batch Summary Report screen appears.
- Select a sorting option and click **Display** to display the report on the screen. Click **Export** to export the report.

i Debit batches must be released by <8:00 pm CT> 1 business day prior to effective date. Credit batches 2 business days prior

Select all Entered status batches on screen

Co	App	Effective Date	Seq.	Database Name	Status	Total Credits	# Credits	Total Debits	# Debits	# Prenotes	Date & Time	File ID	
<input type="checkbox"/>	ABC	VEN	01/09/2018	1	Vendor Payments	Released	\$50.00	1	\$50.00	1	0	01/09/2018 14:14	
<input type="checkbox"/>	ABC	CCD	01/09/2018	1	CCD Collections	Entered	\$50.00	1	\$50.00	1	0	01/09/2018 14:13	
<input type="checkbox"/>	ABC	PAY	01/09/2018	1	Hourly Payroll	Submitted	\$1050.00	5	\$1050.00	0	0	01/09/2018 14:00	475

Batch Summary Report

[Batch List: Batch Summary Report](#)

Select Sort Order:

Sort by ID
 Sort by name
 Descending Order

Selected Batches:

Co	App	Effective Date	Seq.
ABC	PAY	2	1

Release Batches

After you check batch totals and run reports, you release batches to Associated Bank. When you release batches, they become available to Associated Bank for processing.

1. Click **ACH Payments** and then **ACH Batch List**. The Batch List screen appears.

Batch List

i Debit batches must be released by <8:00 pm CT> 1 business day prior to effective date. Credit batches 2 business days prior

Select all Entered status batches on screen

Co	App	Effective Date	Seq.	Database Name	Status	Total Credits	# Credits	Total Debits	# Debits	#	
<input type="checkbox"/>	ABC	VEN	01/09/2018	1	Vendor Payments	Released	\$50.00	1	\$50.00	1	0
<input type="checkbox"/>	ABC	CCD	01/09/2018	1	CCD Collections	Entered	\$50.00	1	\$50.00	1	0
<input type="checkbox"/>	ABC	PAY	01/09/2018	1	Hourly Payroll	Submitted	\$1050.00	5	\$1050.00	0	0

Delete
Release
Unrelease
Batch Report
Cash Con. Rpt.
Validator Report
Reverse
Export

2. Select the checkbox next to the batch you want to release and click **Release**. A confirmation appears at the top of the Batch List screen, stating that the batch has been released.

3. You may be prompted for Ooba authentication at ACH batch release for an extra layer of security.

4. View the status area to confirm release and acceptance by Associated Bank. Batch status changes from “Entered” to “Released.” The status then changes to “In Process” as Associated Bank processes transactions and then to “Submitted” when processing is complete. The date and time columns update as batch status changes.

Batch List

i Batches released: 1.

Select all Entered status batches on screen

Co	App	Effective Date	Seq.	Database Name	Status	Total Credits	# Credits	
<input type="checkbox"/>	ABC	VEN	01/09/2018	1	Vendor Payments	Released	\$50.00	1
<input checked="" type="checkbox"/>	ABC	CCD	01/09/2018	1	CCD Collections	Released	\$50.00	1
<input type="checkbox"/>	ABC	PAY	01/09/2018	1	Hourly Payroll	Submitted	\$1050.00	5

Delete
Release
Unrelease
Batch Report
Cash Con. Rpt.
Validator Report
Reverse
Export

Unrelease Batches

If you have released a batch and want to cancel the process and make the batch unavailable for bank processing, you can unrelease the batch. This can only be done if the status is “Released.”

1. From the Batch List screen, select the checkbox next to the batch you wish to unrelease.

2. Click **Unrelease**. A confirmation appears at the top of the Batch List screen stating that the batch has been unreleased. The status for the batch changes back to “Entered” and the date and time columns are updated.

Batch List

i Batches unreleased: 1.

Select all Entered status batches on screen

Co	App	Effective Date	Seq.	Database Name	Status	Total Credits	# Credits	
<input checked="" type="checkbox"/>	ABC	VEN	01/09/2018	1	Vendor Payments	Entered	\$50.00	1
<input type="checkbox"/>	ABC	CCD	01/09/2018	1	CCD Collections	Released	\$50.00	1
<input type="checkbox"/>	ABC	PAY	01/09/2018	1	Hourly Payroll	Submitted	\$1050.00	5

Delete Release Unrelease Batch Report Cash Con. Rpt. Validator Report Reverse Export

Create a Reversal Batch

If you and your company are entitled to the Reversal Application and you need to cancel a submitted batch but the system has already processed it, you can create a reversal batch that undoes the initial one. For example, if you release a batch that has total credits of \$1050.00, the reverse batch will create a debit of \$1050.00, effectively replacing the initial batch.

To create a reversal batch, the following requirements must be met:

- The original batch must have a status of “Submitted.” (See Unrelease Batches for canceling released batches).
- You must have access to the Reversals application and the Create Batch function.

The original transaction being reversed may not be more than five (5) days in the past. Check with Treasury Management Customer Care for any additional rules applied to reversal batches.

1. From the Batch List screen, select the checkbox next to the batch you wish to reverse.

2. Click **Reverse**. A Reverse Batch confirmation appears. A new batch appears on the Batch List screen with a status of Entered. You can then release the reversal batch.

Select all Entered status batches on screen

Co	App	Effective Date	Seq.	Database Name	Status	Total Credits	# Credits	
<input type="checkbox"/>	ABC	VEN	01/09/2018	1	Vendor Payments	Released	\$50.00	1
<input type="checkbox"/>	ABC	CCD	01/09/2018	1	CCD Collections	Released	\$50.00	1
<input checked="" type="checkbox"/>	ABC	PAY	01/09/2018	1	Hourly Payroll	Submitted	\$1050.00	5

Delete Release Unrelease Batch Report Cash Con. Rpt. Validator Report Reverse Export