

Associated Connect[®]

Reference Guide: ACH Commercial Payments



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Portal Access

The Associated Connect portal allows users to access all Associated Connect services through an easy-to-use single sign-in. To access the portal, sign in to Associated Connect directly from Associated Bank's website at AssociatedBank.com/Business or AssociatedBank.com/Commercial. The portal has been divided into three sections:

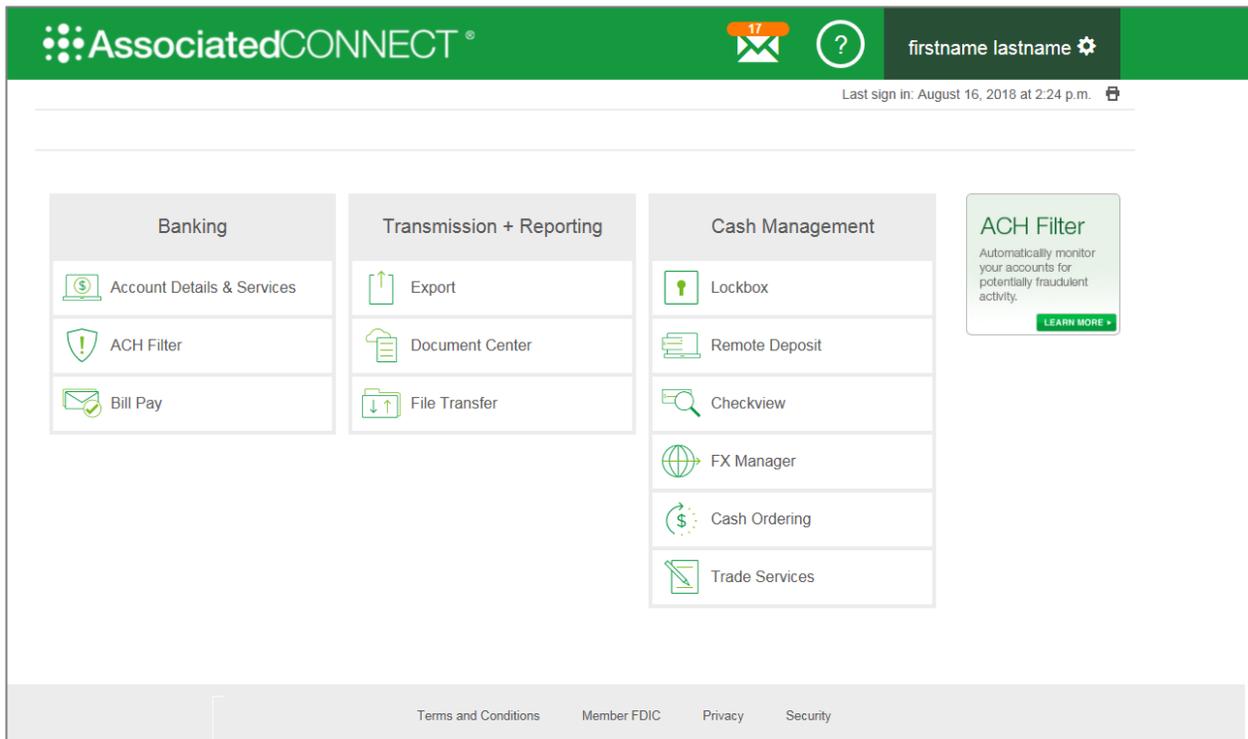
Category	Icon	Definition
Banking		Account Details and Services (Includes Account Balances, Account Transfers, ACH Origination, Check Inquiry, Image Search Transaction Activity, Positive Pay, Stop Payments and Wire Transfers.)
		Account Summary Page (Includes Ledger Balance, Available Balance, Collected Available Balance, Float Next Business Day, Float 2+ Days and Transactions and Details for each account)
		ACH Filter
		Bill Pay
Cash Management		Lockbox
		Remote Deposit
		Checkview
		FX Manager
		Cash Ordering
		Trade Services
Transmission and Reporting		Export
		Document Center
		File Transfer

To access Associated Connect, you will be required to verify your identity through one of two methods:

1. For clients who have access to high-risk services such as Bill Pay, ACH and Wire Transfers, you will sign in with your username and password, and then will be required to verify your identity through multi-factor authentication. Associated Connect users will be required to enter a unique access code generated by either a mobile or physical token to gain access to the portal. Additional information about how to set up, use and obtain a token from Associated Bank can be found in the Multi-Factor Authentication and Password Management Guide or by contacting Customer Care at 800-728-3501.
2. For clients who only have low-risk services, you will sign in with your username and password. Periodically, you will be asked a series of challenge questions to confirm your identity.

Associated Connect Portal

The Associated Connect Portal is the first screen you will see after signing in. This provides access to all of your online banking services.



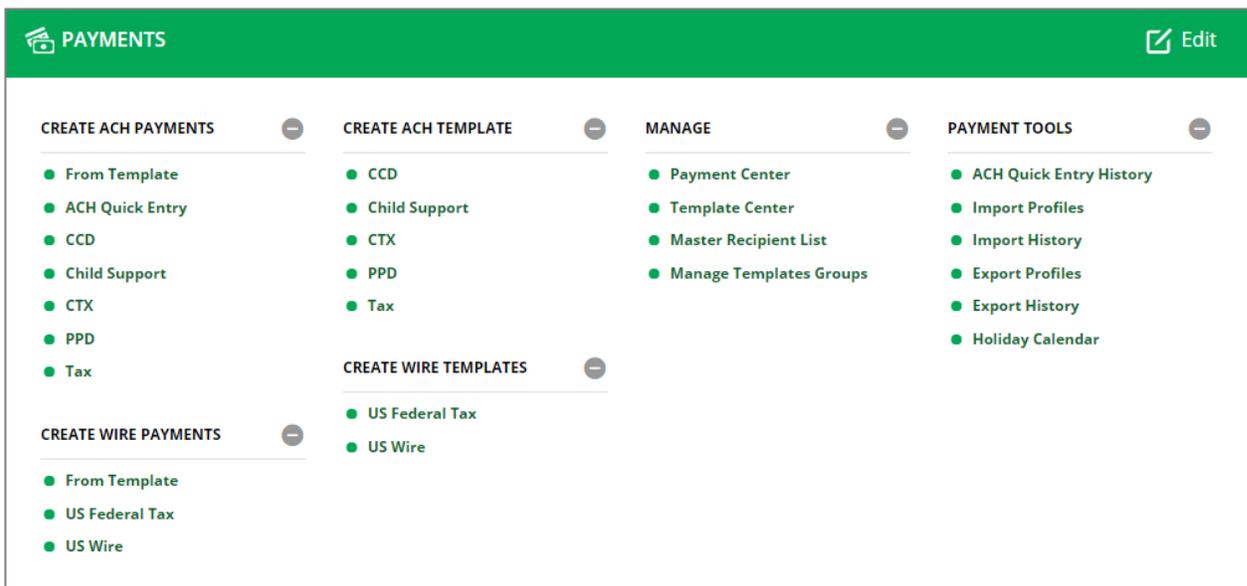
ACH Payments

The Payments Menu in Associated Connect gives you the ability to manage and create your ACH Payments and Wire Transfers, including utilizing templates, quick entry and approvals.

Payments Menu

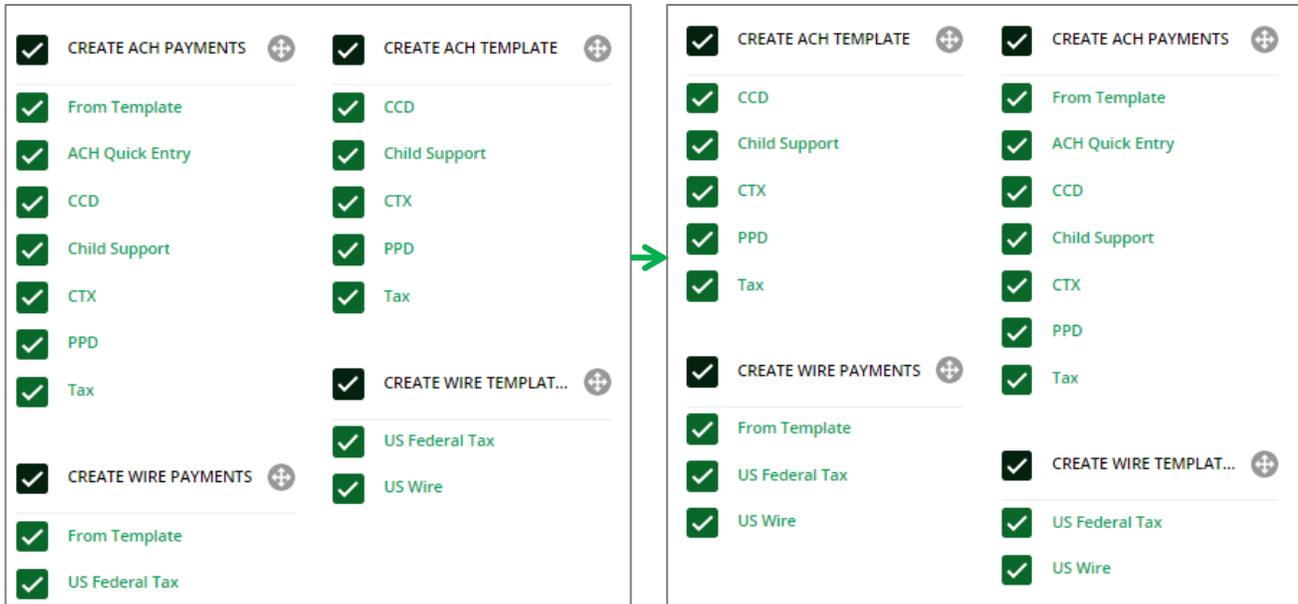
The Payments menu is located in the Dashboard Navigation. To review your organization’s entitlements for Payments, select the Payments menu to display the drop down menu.

Note: Your products and services will depend on your user entitlements selected by your organization.

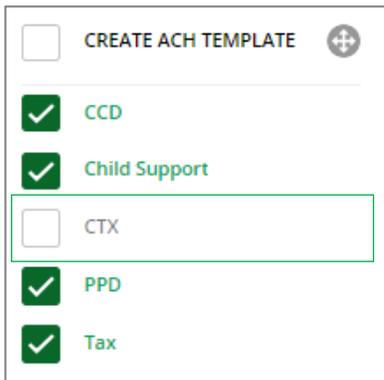


You can edit your Payments menu by selecting the **Edit** icon . Here you can edit the menu by moving sections around utilizing the **Move** icon .

Note: The Payments menu can not be edited in the Associated Connect Mobile Application.



You can also edit what will appear in your menu by checking or unchecking the box next to the product or service.



To restore your transfers menu select the **Restore** icon . Please know that selecting **Restore** will reset all of your previously selected customizations. Select the **Save** icon  when complete. To exit the Payments tab, select the **Cancel** icon .

Create an ACH Template

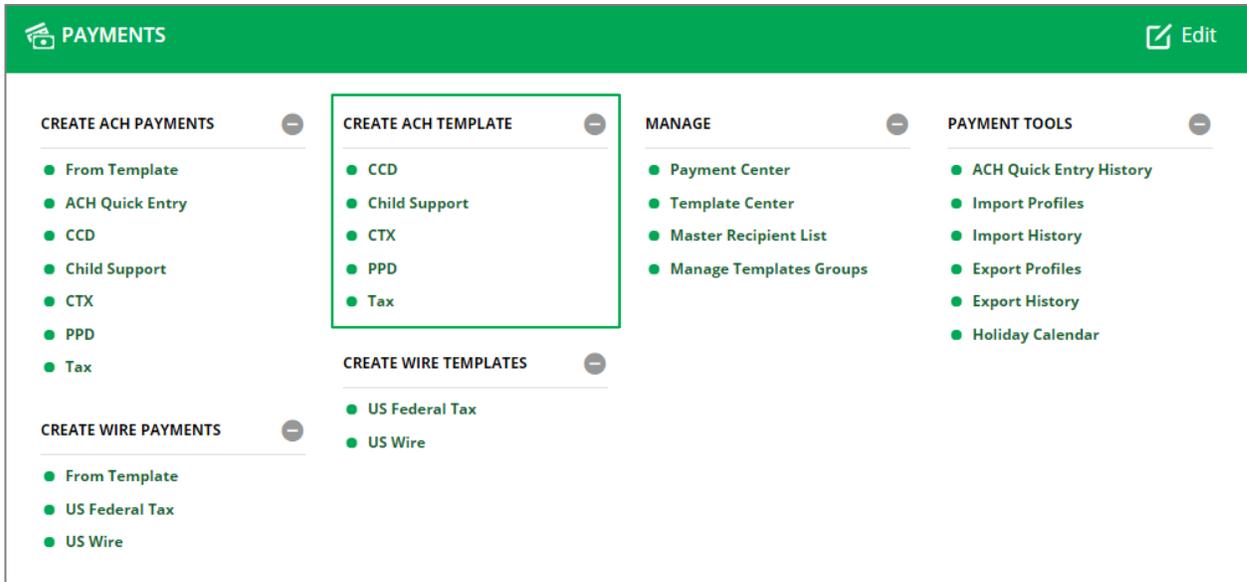
Note: ACH Templates cannot be created in the Associated Connect Mobile Application.

To create an ACH Payment Template select the **Payments Tab > Create ACH Template** and the type of template you would like to create. Template options include:

- CCD – Corporate Credit or Debit
- Child Support
- CTX – Corporate Trade Exchange
- PPD – Prearranged Payment and Deposit

- Tax

To create a template for an ACH Payment, select the type of template you would like to create from the **Payments Menu**.



Complete the required template information including:

- Template Activation Date
- Template Name
- Originating Account (drop down menu)
- Company Entry Description

You can also choose to complete two optional fields within the template, Company Discretionary Data and Template Limit.

The 'TEMPLATE INFORMATION' form contains the following fields:

Template Activation *	02/12/2019
Template Name *	TEST 123
Originating Account *	2018121401 - Account1
Originating ACH Company ID *	45612212
Company Entry Description *	ABC
Company Discretionary Data	Enter Discretionary Data
Template Limit	25,000.00

To create a new recipient select **Create New** under the recipients portion of the template.

RECIPIENTS

Select Recipients Create New Import from File

Complete the required information to setup a new recipient and **Continue**.

CREATE RECIPIENT Required Fields

Recipient Name * ABC Company

Recipient ID * 123456

Account Type * Checking

Account Number * 123456789

Bank * Select from List Enter Bank Information with Bank ID

Remove

ASSOCIATED BANK GREEN BAY
ABA (ACH) 075900575
GREEN BAY WISCONSIN UNITED STATES

Options Save to Master Recipient List

Payment Types * CCD - Corporate Credit or Debit
 CTX - Corporate Trade Exchange

Add Contact Information

Vendor Billing Number * 123456

Cancel **Continue**

Note: If you cannot find a recipient you can search for the recipient by Recipient Name, Recipient ID, Bank ID, Account Number or Account Type by utilizing the search functionality. To search by a partial name enter a portion of the name, followed by an asterisk (*).

You will be asked to preview the recipient. If changes are needed, select **Edit**. Select **Submit** when complete.

PREVIEW RECIPIENT
Required Fields ? ✕

Recipient Name	ABC Company
Recipient ID	123456
Account Number	123456789
Bank ID Type	ABA (ACH)
Bank ID	075900575
Bank Name	ASSOCIATED BANK GREEN BAY
Address Line 3	GREEN BAY WISCONSIN UNITED STATES
Save to Master Recipient List	Yes
Payment Types	CCD - Corporate Credit or Debit CTX - Corporate Trade Exchange
Vendor Billing Number	123456

Cancel
Edit
Submit
Submit and Create

Note: If you need to create multiple recipients at one time, select **Submit and Create** to submit the current recipient, and bring up a blank create recipient to create a new recipient.

You will then need to select recipients for the template. To do so, select **Recipients** in the recipients section of the template.

RECIPIENTS

Select Recipients
Create New
Import from File

Check the box next to the recipients who you would like to include in the template for an existing recipient. For a new recipient, enter the required information. Select **Done** when all recipients have been added or information has been completed and your recipients will be populated below.

The screenshot shows the 'RECIPIENTS' interface. At the top, there is a green header with the title 'RECIPIENTS' and a 'Running Totals' dropdown. Below the header, there is a search bar with a magnifying glass icon and a question mark icon. To the right of the search bar are three buttons: 'Select Recipients', 'Create New', and 'Import from File'. Below the search bar is a table with the following columns: Recipient Name (with a dropdown arrow), Recipient ID, Bank ID (with a dropdown arrow), Bank Name, Account Number (with a dropdown arrow), Account Type, Amount (with a dropdown arrow), CR/DR, Disc. Data, Status, and Addenda. Below the table, there are three 'Set All' dropdown menus and three icons: an information icon, a plus icon, and a trash icon. A table entry is visible with the following data: Recipient Name: ABC Company, Recipient ID: 123456, Bank ID: 075005496, Bank Name: ASSOCIATED BANK GREEN BAY, Account Number: 123456789, Account Type: Checking, CR/DR: Credit, Status: Active. At the bottom of the interface, there are three buttons: 'Cancel', 'Save Incomplete', and 'Continue'. There is also a 'Show / Hide Columns' button and a 'Show 10' dropdown.

To import recipients from a file, select **Import from File** and select the profile you are looking to import. Specific directions on how to set up an ACH Payment Profile can be found later in this guide.

This screenshot shows the 'RECIPIENTS' interface with the 'Import from File' button highlighted. The interface is mostly empty, showing the header and the three buttons: 'Select Recipients', 'Create New', and 'Import from File'.

Once your profile is selected, select **Next** to continue.

The screenshot shows the 'IMPORT RECIPIENT' interface. The header is green with the title 'IMPORT RECIPIENT', a red asterisk icon, and the text 'Required Fields'. Below the header, there is a light green banner that says 'Step 1 of 3 Select Import Profile Name'. Below the banner, there is a 'Profile' dropdown menu with a red asterisk icon and the text 'Test - NACHA'. At the bottom of the interface, there are two buttons: 'Cancel' and 'Next'.

You will then be asked to upload the file from your desktop, select **Browse** to navigate to file path. Once the file is uploaded, select **Next** to continue.

IMPORT RECIPIENT Required Fields

Step 2 of 3 Select Import File

Profile: Test - NACHA

File Location/File Name *

You will then be asked to verify the upload. Once the upload is verified and complete, you will receive a **Successful Submission** for the file.

Once you have successfully populated your template, select **Continue**.

RECIPIENTS Running Totals

Show All

Recipient Name Recipient ID	Bank ID Bank Name	Account Number Account Type	Amount	CR/DR	Disc. Data	Status	Addenda
ABC Company 123456	075005496 ASSOCIATED BANK GREEN BAY	123456789 Checking	<input type="text" value="Set All"/>	<input type="text" value="Set All"/>		<input type="text" value="Set All"/>	<input type="button" value="i"/> <input type="button" value="x"/>
							<input type="button" value="+"/> <input type="button" value="x"/>

Show 10

Review your template and confirm all of the information is correct. Select **Submit Template** once complete.

TEMPLATE INFORMATION -

Template Activation	02/12/2019
Template Name	TEST 123
Originating Account	2018121401 - Account1
Originating ACH Company ID	45612212
Company Entry Description	ABC
Template Limit	\$ 25,000.00

RECIPIENTS

Recipient Name Recipient ID	Bank ID Bank Name	Account Number Account Type	Amount	CR/DR	Disc. Data	Status	Addenda
ABC Company 123456	075005496 ASSOCIATED BANK GREEN BAY	123456789 Checking		Credit		Active	
TOTAL RECIPIENTS 1				TOTAL CREDIT AMOUNT \$ 0.00			
Show 10 ▼							

Cancel
Edit Template
Submit Template

You will receive a **Successful Submit** notification that your template has been submitted.

Successful Submit

TEST 123 has been created successfully.

Template Center

Once your template has been submitted, another user within your company will need to approve the template before it can be utilized. To do so, the approver will need to access the template center either through the approval drop down or through the template center.

MANAGE TEMPLATES

SEARCH +

	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input type="checkbox"/>	TEST 123 123456789	Pending Approval Active	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company ASSOCIATED BANK GREEN BAY		VIEW LAST MODIFIED BY -

To approve a template, check the box next to the template and select **Approve**.

MANAGE TEMPLATES							
SEARCH							
<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
VIEW LAST MODIFIED BY							
<input checked="" type="checkbox"/>	TEST 123 123456789	Pending Approval Active	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company ASSOCIATED BANK GREEN BAY		

You will receive a successful submission that your template has been approved.

Create an ACH Payment from a Template

To create an ACH Payment from a template, select either **Payments > Create ACH Payments > From Template** or **Payment > Manage > Template Center** from your Dashboard Navigation

PAYMENTS
 Edit

CREATE ACH PAYMENTS

- From Template
- ACH Quick Entry
- CCD
- Child Support
- CTX
- PPD
- Tax

CREATE WIRE PAYMENTS

- From Template
- US Federal Tax
- US Wire

CREATE ACH TEMPLATE

- CCD
- Child Support
- CTX
- PPD
- Tax

CREATE WIRE TEMPLATES

- US Federal Tax
- US Wire

MANAGE

- Payment Center
- Template Center
- Master Recipient List
- Manage Templates Groups

PAYMENT TOOLS

- ACH Quick Entry History
- Import Profiles
- Import History
- Export Profiles
- Export History
- Holiday Calendar

The view can be customized in the **Template Center** by selecting **Show/Hide Columns** at the bottom of the Payment Center. You can also increase your view per page by selecting the **Show Drop Down** menu at the bottom of the page and adjusting to your specifications.

Show / Hide Columns

1
2
3
4

Show 10

You can also search for an ACH Template by date range by selecting the **Search** icon .

MANAGE TEMPLATES							
<input style="width: 100px;" type="text"/> SEARCH							
<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account	Type	Recipient	Amount (Items) Recipient Amount (Items)	Action

Searches can be defined by the following parameters below. Select **Search** when complete.

- Template Name
- Payment Type
 - All ACH Payment Types
 - CCD – Corporate Credit or Debit
 - Child Support
 - CTX – Corporate Trade Exchange
 - PPD – Prearranged Payment and Deposit
 - Tax
 - TEL – Telephone-Initiated Entry
 - US Federal Tax
 - US Wire
 - WEB – Internet-Initiated Entry
- Template Status
 - All Statuses
 - Rejected
 - Approved
 - Save Incomplete
 - Pending Approval

Note: To search for the partial item, you must use an asterisk (*) behind the term to pull all results.

You may also utilize the **Advanced Search** feature, which will allow you to search by additional details, including by transaction detail and recipient information. Your results will be populated below.

The screenshot shows the 'MANAGE TEMPLATES' interface. At the top, there are search filters for 'Template Name' (with 'TEST 123' entered), 'Payment Type' (set to 'All Payment Types'), and 'Template Status' (set to 'All Statuses'). A 'Search' button and an 'ADVANCED SEARCH' link are also present. Below the filters is a table with columns: Template Name, Status, Co. Account, Type, Recipient, and Amount. A single row is visible for 'TEST 123' with status 'Approved' and recipient 'ABC Company'. At the bottom, there are buttons for 'Reject', 'Delete', 'Approve', 'Create Payment', and 'Export'.

Template Name	Status	Co. Account	Type	Recipient	Amount (Items)	Action
TEST 123 123456789	Approved Active	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company ASSOCIATED BANK GREEN BAY		

Once you have located the template you would like to utilize, you have the ability to **Create a Payment**. There are two ways you can create a payment:

1. Check the box next to the template and select **Create Payment**.

MANAGE TEMPLATES

Template Name: TEST 123 | Payment Type: All Payment Types | Template Status: All Statuses | Search | ADVANCED SEARCH

<input checked="" type="checkbox"/>	Template Name Description ▲	Status ▲ Availability	Co. Account ▲ Co. Account Identifier	Type ▲	Recipient ▲ Recipient Bank	Amount (Items) ▲ Recipient Amount (Items)	Action
<input checked="" type="checkbox"/>	TEST 123 123456789	Approved Active	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company ASSOCIATED BANK GREEN BAY		<input checked="" type="checkbox"/>

Show / Hide Columns | Show 10

Buttons: Reject, Delete, Approve, **Create Payment**, Export

2. Select the **action drop down icon** and select **Create Payment**

MANAGE TEMPLATES

Template Name: TEST 123 | Payment Type: All Payment Types | Template Status: All Statuses | Search | ADVANCED SEARCH

<input type="checkbox"/>	Template Name Description ▲	Status ▲ Availability	Co. Account ▲ Co. Account Identifier	Type ▲	Recipient ▲ Recipient Bank	Amount (Items) ▲ Recipient Amount (Items)	Action
<input type="checkbox"/>	TEST 123 123456789	Approved Active	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company ASSOCIATED BANK GREEN BAY		<input checked="" type="checkbox"/>

Show / Hide Columns

Buttons: Reject, Delete, Approve, **Create Payment**, Export

Dropdown Menu:

- Edit Template >
- Copy Template >
- Create Payment >**

Note: You may also *Edit a Template* or *Copy a Template* through the **action drop down icon** if needed.

Here you will be able to create and schedule your ACH payment from your template. Select your **Effective Date** and **Frequency of Payment**.

PAYMENT INFORMATION		+ Required Fields -
Template Name	TEST 123	
Company Entry Description	123456789	
Originating Account	2018121401 - Account1	
Originating ACH Company ID	45612212	
Company Discretionary Data	ABC	
Effective Date *	02/22/2019 	
Frequency	<input checked="" type="radio"/> One-Time Only <input type="radio"/> Recurring	
Confidential	No	

If you select to have a recurring payment frequency, you will be asked to define your payment schedule. Schedule options include:

- Every Week
- Every Two Weeks
- Every Month
- Every Last Day of Month
- Every Two Months
- Every Three Months
- Every Six Months
- Every Year

Once you define your schedule, you can set additional parameters including **Weekly Holiday Schedules** and setting the **Number of Payments** or a predetermined end date.

Frequency	<input type="radio"/> One-Time Only <input checked="" type="radio"/> Recurring
Recurring Schedule *	Every Week 
Weekly/Holiday Schedule	<input checked="" type="radio"/> Move Payment to Next Processing Day <input type="radio"/> Move Payment to Previous Processing Day
Number of Payments	<input checked="" type="radio"/> Continue Until Further Notice <input type="radio"/> Send _____ Total Payments <input type="radio"/> End on This Date <input type="text" value="mm/dd/yyyy"/> 

Once your schedule is defined, enter the amount of the payment in the amount field. To add an addendum to your ACH Payment, select the **Add** icon . To see the copy provided for each addendum entered select the **Information** icon . Select **Continue** when complete.

RECIPIENTS Running Totals ▾

Show All ▾ Search ?

Recipient Name <small>Recipient ID</small>	Bank ID <small>Bank Name</small>	Account Number <small>Account Type</small>	Amount* ▾	CR/DR	Disc. Data	Status	Addenda
Set All ▾							
ABC Company 123456	075900575 ASSOCIATED BANK GREEN BAY	123456789 Checking	25,000.00	Credit		Active ▾	

Show / Hide Columns Show 10 ▾

Cancel
Save Incomplete
Continue

You will then be able to preview the payment. Once you have confirmed the payment is correct, select **Submit Payment**.

PAYMENT INFORMATION -

Template Name	TEST 123
Company Entry Description	123456789
Originating Account	2018121401 - Account1
Originating ACH Company ID	45612212
Company Discretionary Data	ABC
Effective Date	02/22/2019
Frequency	Every Week Move Payment to Next Processing Day Continue Until Further Notice
Confidential	No

RECIPIENTS

Recipient Name <small>Recipient ID</small>	Bank ID <small>Bank Name</small>	Account Number <small>Account Type</small>	Amount ▾	CR/DR	Disc. Data	Status	Addenda
ABC Company 123456	075900575 ASSOCIATED BANK GREEN BAY	123456789 Checking	\$ 25,000.00	Credit		Active	
TOTAL RECIPIENTS 1			TOTAL CREDIT AMOUNT \$ 25,000.00				

Show 10 ▾

Cancel
Edit Payment
Submit Payment

You will then receive a **Successful Submit** notification showing the payment has been submitted.



Successful Submit
Payment 123456789 has been successfully created. Total credits \$ 25,000.00.

Payment Center

Dual Control

For companies set up with Dual Control, your payment will now need to be approved by an approver. To do this, the approver will need to approve from the Payment Center. You can access the Payment Center either through the Payments menu or through the Approvals alert in the top right-hand navigation. Here, the approver will see a payment pending approval.

***Note:** You cannot create and approve your own payment. If your organization wishes to opt out of dual-control, please contact your Associated Bank sales representative.*

MANAGE PAYMENTS

ALL
PENDING
SEARCH 

<input type="checkbox"/>	Payment Date Send Date	Payment No. Name/Reference	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Recipient Amount (Items)
<input type="checkbox"/>	02/22/2019 02/20/2019	B6QC5NS6ZJ Test123	Pending Approval (0 of 1)	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company	\$ 5,000.00 (1)

Show / Hide Columns
VIEW LAST MODIFIED BY 

Show 10 

Reject
Delete
Approve
Export
Reverse TXNS
Reverse Payment

To approve, reject, export or delete a payment, check the box next to the payment.

You may also click on the Pending Approval hyperlink to directly go to the screen to approve or reject the payment, but if using this hyperlink, the approver does not have the option to delete or export.

MANAGE PAYMENTS

ALL
PENDING
SEARCH 

<input type="checkbox"/>	Payment Date Send Date	Payment No. Name/Reference	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Recipient Amount (Items)
<input checked="" type="checkbox"/>	02/22/2019 02/20/2019	B6QC5NS6ZJ Test123	Pending Approval (0 of 1)	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company	\$ 5,000.00 (1)

Show / Hide Columns
VIEW LAST MODIFIED BY 

You will then be asked to enter a passcode, generated by your physical or mobile token. Enter the numeric code provided and select **Approve**.

AUTHORIZATION

Memo

Passcode *

Enter a Memo

•••••|

Cancel
Approve

Your payment will be shown as completed in the Payment Center.

<input type="checkbox"/>	02/22/2019 02/20/2019	B6QC5NS6ZJ Test123	Completed	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company	\$ 5,000.00 (1)
--------------------------	--------------------------	-----------------------	-----------	---	------------------------------------	----------------	-----------------

You can also choose to **Reject** a payment. If you reject the payment, the payment can be edited by the submitter and re-submitted for approval. Check the box next to the payment you are looking to reject and select **Reject**.

MANAGE PAYMENTS

ALL
PENDING
SEARCH

	Payment Date Send Date	Payment No. Name/Reference	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Recipient Amount (Items)
<input checked="" type="checkbox"/>	02/22/2019 02/20/2019	B6QC5NS6ZJ Test123	Pending Approval (0 of 1)	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company	\$ 5,000.00 (1)

VIEW LAST MODIFIED BY

A memo line is available for you if you would like to utilize it for any comments you may have about why the payment is rejected. You will then be asked to enter a numeric passcode, generated by your physical or mobile token. Enter the numeric code provided and select **Reject**.

AUTHORIZATION

	Memo	Incorrect Amount
	Passcode *	*****
		<input type="button" value="Cancel"/> <input type="button" value="Reject"/>

Your payment will now show as **Rejected** in the Payment Center.

MANAGE PAYMENTS

ALL
PENDING
SEARCH +

	Payment Date <small>Send Date</small>	Payment No. <small>Name/Reference</small>	Status <small>Confirmation No.</small>	Co. Account <small>Co. Account Identifier</small>	Type <small>Created By Template</small>	Recipient	Amount (Items) Rate <small>Recipient Amount (Items)</small>
<input type="checkbox"/>	02/22/2019 02/20/2019	0EQKIY5C71 Test 123	Rejected	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company	\$ 5,000.00 (1)

VIEW LAST MODIFIED BY -

You can also choose to **Delete** a payment. Check the box next to the payment you are looking to delete and select **Delete**.

MANAGE PAYMENTS

ALL
PENDING
SEARCH +

	Payment Date <small>Send Date</small>	Payment No. <small>Name/Reference</small>	Status <small>Confirmation No.</small>	Co. Account <small>Co. Account Identifier</small>	Type <small>Created By Template</small>	Recipient	Amount (Items) Rate <small>Recipient Amount (Items)</small>
<input checked="" type="checkbox"/>	02/22/2019 02/20/2019	B6QC5NS6ZJ Test123	Pending Approval (0 of 1)	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company	\$ 5,000.00 (1)

VIEW LAST MODIFIED BY -

You will then be asked to enter a numeric passcode, generated by your physical or mobile token. Enter the numeric code provided and select **Delete**. Your payment will be deleted.

	Passcode *	*****
		<input type="button" value="Cancel"/> <input type="button" value="Delete"/>

If an ACH payment is not approved before the Next Day ACH cutoff time, the payment will be noted as overdue.

<input type="checkbox"/>	02/22/2019 02/20/2019	XNUGKLMNDV 123456789	Overdue	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit TEST 123	ABC Company	\$ 25,000.00 (1)
--------------------------	--------------------------	-------------------------	---------	---	--	----------------	------------------

Any payments that show an overdue status in the payment center will need to be edited to reflect a new ACH processing date. You can edit the payment date by selecting the payment number in **green** and selecting a new date. The payment will then be re-submitted for approval.

Payment Center

The Payment Center in Associated Connect allows you to manage all of your Payment activities, including ACH Payments and Wire Transfers. To view your Payment Center, select **Payments > Manage > Payment Center** from your Dashboard Navigation.

The screenshot shows the 'PAYMENTS' management interface. It features a green header with a home icon and the word 'PAYMENTS', and an 'Edit' button with a pencil icon. Below the header are four main sections: 'CREATE ACH PAYMENTS', 'CREATE ACH TEMPLATE', 'MANAGE', and 'PAYMENT TOOLS'. Each section has a minus sign icon to its right. The 'MANAGE' section is expanded, showing a list of options: 'Payment Center' (highlighted with a green box), 'Template Center', 'Master Recipient List', and 'Manage Templates Groups'. Other sections include 'CREATE WIRE PAYMENTS' (From Template, US Federal Tax, US Wire), 'CREATE WIRE TEMPLATES' (US Federal Tax, US Wire), and 'PAYMENT TOOLS' (ACH Quick Entry History, Import Profiles, Import History, Export Profiles, Export History, Holiday Calendar).

Here you will be able to view details on completed payments, edit scheduled or pending payments, create payments, export templates and approve payments. To view the details of a completed payment, select the payment reference number noted in **green**.

MANAGE PAYMENTS							
ALL		PENDING					
SEARCH							
<input type="checkbox"/>	Payment Date Send Date	Payment No. Name/Reference	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Rate Recipient Amount (Items)
VIEW LAST MODIFIED BY							
<input type="checkbox"/>	02/22/2019 02/20/2019	B6QC5N56ZJ Test123	Completed	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company	\$ 5,000.00 (1)

The details of the payment selected will be shown.

PAYMENT INFORMATION	
Company Entry Description	Test123
Originating Account	2018121401 - Account1
Originating ACH Company ID	45612212
Company Discretionary Data	123456789
Payment Number	B6QC5N56ZJ
Effective Date	02/22/2019
Frequency	One-Time Only

RECIPIENTS							
Recipient Name Recipient ID	Bank ID Bank Name	Account Number Account Type	Amount	CR/DR	Disc. Data	Status	Addenda
ABC Company 123456	075900575 ASSOCIATED BANK GREEN BAY	123456789 Checking	\$ 5,000.00	Credit		Active	
TOTAL RECIPIENTS			1	TOTAL CREDIT AMOUNT		\$ 5,000.00	
Show 10							

[Cancel](#)

To edit a scheduled payment, select the payment reference number noted in **green**. From here you can edit the pending payment or cancel the payment.

MANAGE PAYMENTS							
ALL		PENDING					
SEARCH							
<input type="checkbox"/>	Payment Date Send Date	Payment No. Name/Reference	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Recipient Amount (Items)
VIEW LAST MODIFIED BY							
<input type="checkbox"/>	02/22/2019 02/20/2019	B6QC5NS6ZJ Test123	Scheduled	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company	\$ 5,000.00 (1)

To view a pending payment, select the **Pending Tab** in the Payment Center navigation. You can also search for a payment by selecting the **Search** function and searching by the parameters you designate.

MANAGE PAYMENTS							
ALL		PENDING					
SEARCH							
<input type="checkbox"/>	Payment Date Send Date	Payment No. Name/Reference	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Recipient Amount (Items)
VIEW LAST MODIFIED BY							

Any pending payments you may have will be shown.

MANAGE PAYMENTS							
ALL		PENDING					
SEARCH							
<input type="checkbox"/>	Payment Date Send Date	Payment No. Name/Reference	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Recipient Amount (Items)
VIEW LAST MODIFIED BY							
<input type="checkbox"/>	02/25/2019 02/21/2019	XNUGKLMNDV 123456789	Pending Approval (0 of 1)	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit TEST 123	ABC Company	\$ 25,000.00 (1)

Payments can be exported into a file by checking the box next to the payment(s) to be exported and select **Export**. In order to export a file, you must have an Export Profile created for ACH. Directions on how to setup an export profile for ACH can be found later in this guide.

Note: Payments cannot be exported within the Associated Connect Mobile Application.

MANAGE PAYMENTS

ALL PENDING

Date Type: Send Date From: 02/19/2019 To: 02/22/2019 Payment Type: All Payment Types Payment Status: Completed Search ADVANCED SEARCH

<input checked="" type="checkbox"/>	Payment Date Send Date	Payment No. Name/Reference	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Rate Recipient Amount (Items)
<input checked="" type="checkbox"/>	02/25/2019 02/21/2019	Z4G94PRK7F 123456789	Completed	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit TEST 123	ABC Company	\$ 5,000.00 (1)
<input checked="" type="checkbox"/>	02/22/2019 02/20/2019	B6QC5NS6ZJ Test123	Completed	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company	\$ 5,000.00 (1)

Show / Hide Columns Show 10

Reject Delete Approve Export Reverse TXNS Reverse Payment

Note: ACH payments and Wire transfers cannot be exported as part of the same export file.

Select your recipient status and the export profile you would like to export the payment(s) to by selecting the **Export** icon .

EXPORT ACH PAYMENT PROFILES

RECIPIENTS

Recipient Status

- All Recipients
- Active & Prenoted Recipients
- Active Recipients

AVAILABLE PROFILES

Profile Name	Description	File Format Payment Type	Format Type	File Content Type	Action
TEST 123	ABC	ACH User-Defined CCD - Corporate Credit or Debit	Comma Separated (,)	Payments	

Show 10

Back

Your export will be initiated and available for you to download and save to your files.



Export Has Been Initiated

Click Done to check the status on the export History list. Depending on the file size, your export may take time to finish downloading.

Done

You can also request to reverse a completed ACH payment from the Payment Center. Check the box next to the completed payment and select **Reverse Payment**.

MANAGE PAYMENTS

ALL
PENDING
SEARCH 

<input checked="" type="checkbox"/>	Payment Date <small>Send Date</small>	Payment No. <small>Name/Reference</small>	Status <small>Confirmation No.</small>	Co. Account <small>Co. Account Identifier</small>	Type <small>Created By Template</small>	Recipient	Amount (Items) <small>Recipient Amount (Items)</small>
<input checked="" type="checkbox"/>	02/25/2019 <small>02/21/2019</small>	Z4G94PRK7F <small>123456789</small>	Completed	2018121401 <small>45612212 - QA Demo ACH</small>	CCD - Corporate Credit or Debit <small>TEST 123</small>	ABC Company	\$ 5,000.00 (1)

Show / Hide Columns
VIEW LAST MODIFIED BY 

Show 10 

Reject

Delete

Approve

Export

Reverse TXNS

Reverse Payment

From here, you can submit the payment to be reversed. Please be advised that payment reversals must be initiated within 5 days of the effective date.

SELECTED PAYMENTS

Payment No. <small>Name/Reference</small>	Send Date <small>Payment Date</small>	Status <small>Authorization Memo</small>	Co. Account <small>Co. Account Identifier</small>	Type <small>Created By Template</small>	Recipient	Amount (Items) <small>Recipient Amount (Items)</small>
Z4G94PRK7F <small>123456789</small>	02/21/2019 <small>02/25/2019</small>	Completed	2018121401 <small>45612212 - QA Demo ACH</small>	CCD - Corporate Credit or Debit <small>TEST 123</small>	ABC Company	\$ 5,000.00 (1)

Cancel

Submit Reversal

You will receive a **Successful Submit** notification that the ACH Payment has been reversed. If your company has enabled Dual-Control, your reversal will need to be approved with a token verification. Once approved, you will receive a **Successful Submit** notification with a payment approval.

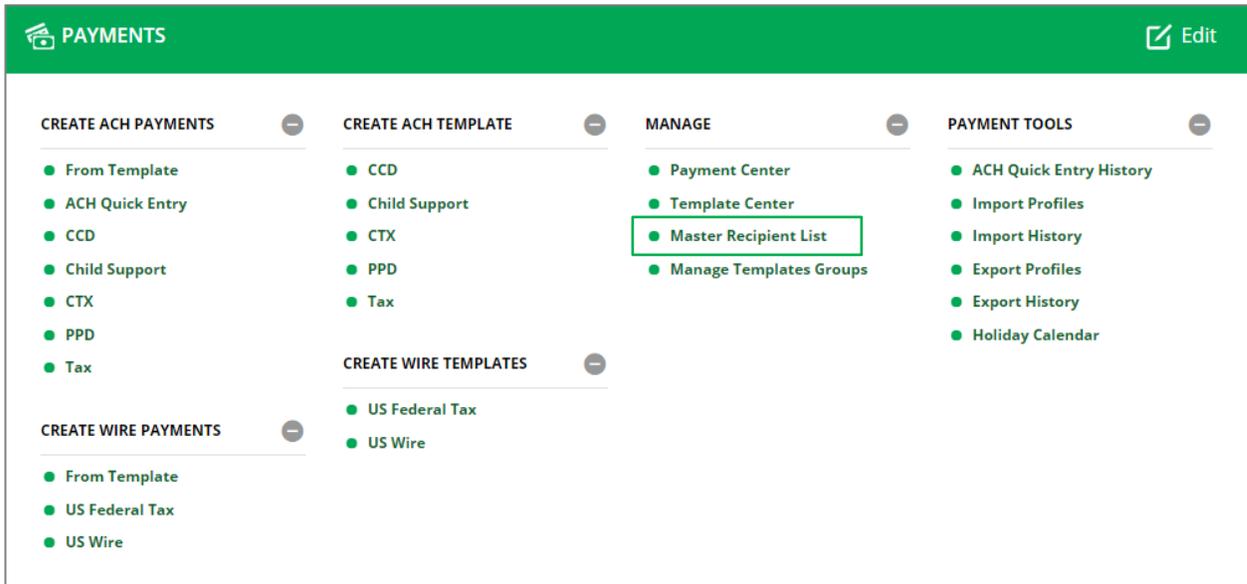


Successful Submit

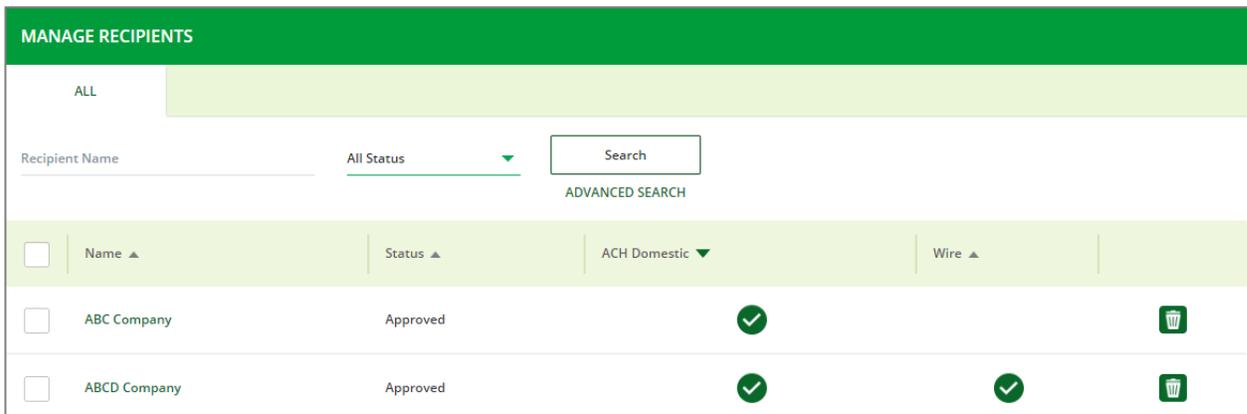
You have successfully approved payment NBLMK2ZH53.

Master Recipient List

The Master Recipient List allows you to manage all of your approved ACH and Wire recipients in one, centralized location. You will also be able to edit recipients and see assigned recipient types for each recipient. To navigate to your Master Recipient List, select **Payments > Manage > Master Recipient List** in your Dashboard Navigation.



Here you will be able to manage your recipients for both ACH and Wire customers. If a recipient is authorized to receive ACH or Wires, a checkmark will appear in the designated column.



You can search for a recipient by name, and by status. If needed, you can complete an advanced search including ID Type, Bank, Account number and more.

You can create a new recipient for the Master Recipient List by selecting **Create Recipient** from the Manage Recipient List navigation toolbar.

The first step will ask you what type of recipient type you would like to setup. Options include:

- ACH Domestic Recipient
- Wire Recipient

Select the recipient types that apply to the recipient by checking the box next to each recipient type that will apply. Select **Next** when complete.

If you have selected ACH Domestic Recipient, you will be asked to enter the account information for the ACH Recipient.

CREATE MASTER RECIPIENT Required Fields

Step 2 Use this page to add payment information for each payment type

Recipient Name * ABCD Company

ACH RECIPIENT - ACCOUNT INFORMATION

ACH Recipient ID * 654321

Account Type * Checking

Account Number * 123456789

Bank * Select from List Enter Bank Information with Bank ID

Remove

ASSOCIATED BANK GREEN BAY
ABA (ACH) 075005496
GREEN BAY WISCONSIN UNITED STATES

If you have a contact you would like to add to your ACH Recipient, check the box for **Add Contact Information** and complete the contact information for your recipient. Select **Next** when complete.

ACH RECIPIENT - ADDITIONAL INFORMATION

Recipient Contact Add Contact Information

Allow Secondary Account Information

Cancel **Back** **Next**

If you have selected **Wire Recipient**, you will be asked to enter the account information for the Wire Recipient.

CREATE MASTER RECIPIENT Required Fields

Step 3 Use this page to add payment information for each payment type

WIRE RECIPIENT - US WIRE INFORMATION

Recipient ID Type * Account Number

Recipient ID * 987654

Address Line 1 * 111 Anywhere Street

Address Line 2 * Anywhere, USA 12345

Address Line 3 Enter Address Line 3

Bank * Select from List Enter Bank Information with Bank ID

Remove

ASSOCIATED BANK, N.A.
ABA (Wire) 075900575
GREEN BAY WISCONSIN UNITED STATES

You can add Recipient Contact information by checking the box next to Recipient Contact and completing the address information. Select **Next** when complete.

WIRE RECIPIENT - ADDITIONAL INFORMATION

Recipient Contact Add Contact Information

Cancel **Back** **Next**

You will then be able to preview all of the recipient information provided. Once you have reviewed, and confirmed the information is correct, select **Submit Receipt**. When completed, you will receive a **Successful Submit** noting the recipients were successfully created. From here, you can return to the **Manage Recipient List**.

 **Successful Submit**
The Recipient ABCD Company is successfully modified.

[Manage Recipient List](#)

Your recipient will then be shown in your **Mater Recipient List** with check marks noting the correct designations for the recipient.

MANAGE RECIPIENTS						
ALL						
Recipient Name		All Status	Search		ADVANCED SEARCH	
<input type="checkbox"/>	Name ▲	Status ▲	ACH Domestic ▲	Wire ▲	Ordering Customer ▲	
<input type="checkbox"/>	ABC Company	Approved				
<input type="checkbox"/>	ABCD Company	Approved				

To remove a recipient from your list, select the **Trash Can** icon . You will then be promoted to review the details of the recipient you are requesting to delete. Once you have reviewed the details, select **Delete** to remove the recipient from your profile.

?
✕
VIEW RECIPIENT

Warning
 The recipient ABC Company is included in one or more templates. Deleting the recipient will remove the recipient from the template or delete the template if it is the only recipient present.

Recipient Name	ABC Company
-----------------------	-------------

ACH RECIPIENT - ACCOUNT INFORMATION
-

ACH Recipient Types	Business
Payment Types	CCD - Corporate Credit or Debit CTX - Corporate Trade Exchange
ACH Recipient ID	123456
Account Type	Checking
Account Number	123456789
Bank	ABA (ACH) 075900575 ASSOCIATED BANK GREEN BAY
Vendor Billing Account Number	123456

WIRE RECIPIENT - INTERNATIONAL WIRE, US WIRE INFORMATION, MULTIBANK INFORMATION
-

Payment Types	US Wire
Recipient ID Type	Account Number
Recipient ID	98654
Address Line 1	111 Anywhere Street
Address Line 2	Anywhere, USA 12345
Bank	ASSOCIATED BANK, N.A. ABA (Wire) 075900575

Cancel
Delete

The recipient will be successfully deleted from your master recipient list.

Successful Submit

The Recipient ABC Company is successfully deleted.

Manage Recipient List

Note: *Deleting a user will also delete any templates associated with that user.*

To edit a recipient, select the recipient's name noted in **green**.

MANAGE RECIPIENTS					
ALL					
Recipient Name		All Status	Search		
ADVANCED SEARCH					
<input type="checkbox"/>	Name ▲	Status ▲	ACH Domestic ▼	Wire ▲	
<input type="checkbox"/>	ABCD Company	Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Show / Hide Columns					Show 10

Here you will be able to see specific details on each user including payment types assigned to the recipient. Make any necessary changes required and select **Next** when complete.

EDIT MASTER RECIPIENT

Required Fields

Step 1 Use this page to edit a payment recipient

Recipient Type *

- ACH Domestic Recipient
 - ACH Recipient Types *
 - Individual
 - Business
 - PPD - Prearranged Payment and Deposit
- Wire Recipient
 - Payment Types *
 - US Wire

Cancel Next

Step 2 will allow you to make any changes to the recipient for ACH transactions, if applicable. Select **Next** when complete.

EDIT MASTER RECIPIENT

Required Fields

Step 2 Use this page to edit information for each payment type

Recipient Name * ABCD Company

ACH RECIPIENT - ACCOUNT INFORMATION

ACH Recipient ID * 654321

Account Type * Checking

Account Number * 123456789

Bank * Select from List Enter Bank Information with Bank ID

Remove

ASSOCIATED BANK GREEN BAY
ABA (ACH) 075005496

ACH RECIPIENT - ADDITIONAL INFORMATION

Recipient Contact Add Contact Information

Allow Secondary Account Information

Cancel **Back** **Next**

Step 3 will allow you to make any changes to the recipient for Wire transactions, if applicable. Select **Preview** when complete.

EDIT MASTER RECIPIENT

Required Fields

Step 3 Use this page to edit information for each payment type

WIRE RECIPIENT - US WIRE INFORMATION

Recipient ID Type * Account Number

Recipient ID * 987654

Address Line 1 * 111 Anywhere Street

Address Line 2 * Anywhere, USA 12345

Address Line 3 Enter Address Line 3

Bank * Select from List Enter Bank Information with Bank ID

Remove

ASSOCIATED BANK, N.A.
ABA (Wire) 075900575

WIRE RECIPIENT - ADDITIONAL INFORMATION

Recipient Contact Add Contact Information

Cancel **Back** **Preview**

Once complete, you will be asked to preview account information for both ACH and Wires. Once you have confirmed the information is correct select **Submit Recipient**.

PREVIEW MASTER RECIPIENT
?
✕

Step 4 Before submitting, use this page to review the payment recipient information

Recipient Name	ABCD Company
----------------	--------------

ACH RECIPIENT - ACCOUNT INFORMATION
-

ACH Recipient Types	Individual
Payment Types	PPD - Prearranged Payment and Deposit
ACH Recipient ID	654321
Account Number	123456789
Bank ID Type	ABA (ACH)
Bank ID	075005496
Bank Name	ASSOCIATED BANK GREEN BAY

WIRE RECIPIENT - INTERNATIONAL WIRE, US WIRE INFORMATION, MULTIBANK INFORMATION
-

Payment Types	US Wire
Recipient ID Type	Account Number
Recipient ID	987654
Address Line 1	111 Anywhere Street
Address Line 2	Anywhere, USA 12345
Bank Name	ASSOCIATED BANK, N.A.
Bank ID Type	ABA (Wire) 075900575

Cancel
Back
Submit Recipient

You will receive a **Successful Submit** notification when your edits have been completed and accepted. From here, you can return to the **Manage Recipient List**.

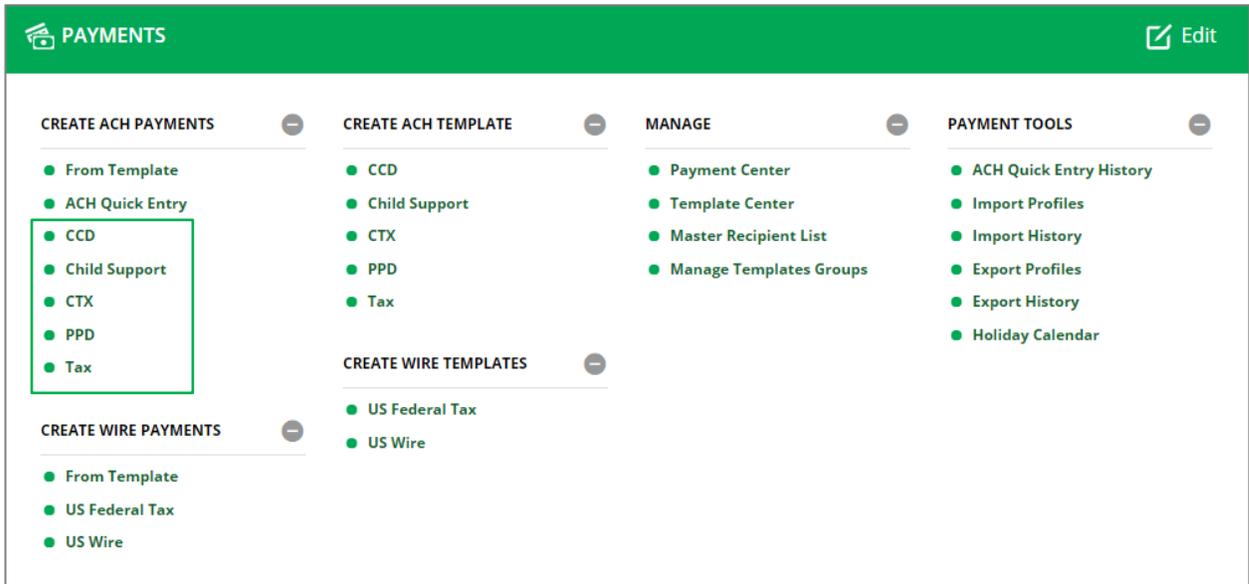
Successful Submit

The Recipient ABCD Company is successfully modified.

[Manage Recipient List](#)

Create ACH Payments without a Template

To create an ACH Payment, select the **Payments Tab > Create ACH Payments** in your Dashboard Navigation and select the type of ACH Payment you would like to make. For the purposes of this guide, a CCD payment will be created.



Enter your payment information including Company Entry Description, Originating Account, Originating ACH Company ID, Effective Date and Frequency.

The screenshot shows the 'PAYMENT INFORMATION' form with a green header and a 'Required Fields' indicator. The form contains the following fields and values:

- Company Entry Description *: TEST 123
- Originating Account *: 2018121401 - Account1
- Originating ACH Company ID *: 45612212
- Company Discretionary Data: ABC
- Effective Date *: 02/14/2019
- Frequency: One-Time Only Recurring

Select your ACH Recipients, by selecting the **Select Recipients** and checking the box next to the recipients you would like to include. You can also **Create a New Recipient** or **Import Recipients from a File** below if needed. Select **Done** when complete.

Note: Recipients cannot be imported in the Associated Connect Mobile Application.

SELECT RECIPIENTS
?
✕

Show All ▼
Search

<input checked="" type="checkbox"/>	Recipient Name ▲	Recipient ID ▲	Bank ID ▲	Account Number ▲	Account Type ▲
<input checked="" type="checkbox"/>	ABC Company	123456	075005496	123456789	Checking

Show 10 ▼

Cancel

Done

Once your recipient is selected, enter the amount of the payment in the amount field and select the payment as a credit or a debit and your payment’s status as Active, Hold or Prenote. To add an addendum to your ACH Payment, select the **Add** icon . To see the copy provided for each addendum entered select the **Information** icon . Select **Continue** when complete.

RECIPIENTS
Running Totals ▼

Show All ▼
Search
?

Select Recipients

Create New

Import from File

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount* ▲	CR/DR	Disc. Data	Status	Addenda
ABC Company 123456	075900575 ASSOCIATED BANK GREEN BAY	123456789 Checking	5,000.00	Credit ▼		Active ▼	<div style="display: flex; justify-content: space-around; align-items: center;"> i + - </div>

Show / Hide Columns

Show 10 ▼

Cancel

Save Incomplete

Continue

You can view your running totals, by category by selecting the **Running Totals** drop down in the Recipient header. This will allow you to view your running total within the ACH payment.

RECIPIENTS Running Totals ▾

Show All ▾ Search 🔍 ?

Recipient Name Recipient ID	Bank ID Bank Name	Account Number Account Type	Amount*	CR/DR	Disc.	Status	Addenda
ABC Company 123456	075900575 ASSOCIATED BANK GREEN BAY	123456789 Checking	5,000.00	Credit ▾		Active ▾	

Set All ▾ Set All ▾ Set All ▾

Show / Hide Columns Show 10 ▾

Cancel Save Incomplete Continue

Once you have entered all of your ACH transactions, select **Continue**. If you need to save and come back to your transaction, select **Save Incomplete** and your transaction will be saved for you to complete at a later date.

RECIPIENTS Running Totals ▾

Show All ▾ Search 🔍 ? Select Recipients Create New Import from File

Recipient Name Recipient ID	Bank ID Bank Name	Account Number Account Type	Amount*	CR/DR	Disc. Data	Status	Addenda
ABC Company 123456	075900575 ASSOCIATED BANK GREEN BAY	123456789 Checking	5,000.00	Credit ▾		Active ▾	

Set All ▾ Set All ▾ Set All ▾

Show / Hide Columns Show 10 ▾

Cancel Save Incomplete Continue

You will then be asked to review your payment. Select **Submit Payment** for your payment to be submitted.

Successful Submit
Payment TEST 123 has been successfully created. Total credits \$ 5,000.00.

Save as Template Payment Center

For companies set up with Dual-Control, your payment will now need to be approved by an approver. To do this, the approver will need to approve from the Payment Center. You can access the Payment Center either through the Payments menu or through the Approvals alert in the top right-hand navigation. Here, the approver will see a payment pending approval.

Note: You cannot create and approve your own payment. If your organization wishes to opt out of dual-control, please contact your Associated Bank sales representative.

ACH Quick Entry

ACH Quick Entry can be utilized if you need to make an additional transaction for the same amount, to the same recipient from an existing template. In ACH Quick Entry the Payment Date is the only field that can be modified to reflect a new Payment Date. To create an ACH Quick Entry, select **Payments > ACH Quick Entry** from your Dashboard Navigation.

The screenshot shows the 'PAYMENTS' dashboard navigation menu. The menu is organized into four main sections: 'CREATE ACH PAYMENTS', 'CREATE ACH TEMPLATE', 'MANAGE', and 'PAYMENT TOOLS'. Each section has a minus sign icon to its right. The 'ACH Quick Entry' option under 'CREATE ACH PAYMENTS' is highlighted with a green box. Other options include 'From Template', 'CCD', 'Child Support', 'CTX', 'PPD', 'Tax', 'US Federal Tax', and 'US Wire'.

Below your available ACH Quick Entry Templates will be shown. Check the box next to the template you would like to make a payment with. Select the payment date you would like for your quick payment. Select **Continue** when complete.

***Note:** A template must have an amount entered in each recipient row for ACH Quick Entry. If an amount is not entered, the ACH Quick Entry transaction will fail.*

The screenshot shows the 'AVAILABLE TEMPLATES' screen. It features a table with the following columns: Template Name Description, Payment Date, Company Account Co. Account Identifier, Type, Recipient Recipient Bank, and Total Amount. A 'Set All' button with a calendar icon is located above the table. The table contains one row with a checked checkbox in the first column. Below the table is a 'Show 10' dropdown menu and a green 'Continue' button.

<input checked="" type="checkbox"/>	Template Name Description	Payment Date	Company Account Co. Account Identifier	Type	Recipient Recipient Bank	Total Amount
<input checked="" type="checkbox"/>	TEST 123 123456789	02/25/2019	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company ASSOCIATED BANK GREEN BAY	5,000.00

You will then be asked to review the payment details. Select **Submit Payment** to process your payment.

PAYMENTS					
Template Name Description	Payment Date	Company Account Co. Account Identifier	Type	Recipient Recipient Bank	Total Amount
TEST 123 123456789	02/25/2019	2018121401 45612212 - QA Demo ACH	CCD - Corporate Credit or Debit	ABC Company ASSOCIATED BANK GREEN BAY	5,000.00
Cancel Edit Payment Submit Payment					

Your Quick Entry will be scheduled for payment. Once submitted, if your company is set up with Dual-Control, your payment will need to be approved by a secondary user with their token verification.

QUICK ENTRY LIST						
Create Date/Time	Template Name Description	Payment Date	Payment Number Type	Status	Debit	Credit
02/21/2019 14:03	TEST 123 123456789	02/25/2019	Z4G94PRK7F CCD - Corporate Credit or Debit	Pending Approval		5,000.00

Payment Tools

The Payment Tools in Associated Connect provides you with your ACH Quick Entry History, import and export profiles and import and export payment history.

Note: Profiles and history cannot be imported in the Associated Connect Mobile Application.

PAYMENTS
Edit

CREATE ACH PAYMENTS

- From Template
- ACH Quick Entry
- CCD
- Child Support
- CTX
- PPD
- Tax

CREATE ACH TEMPLATE

- CCD
- Child Support
- CTX
- PPD
- Tax

MANAGE

- Payment Center
- Template Center
- Master Recipient List

PAYMENT TOOLS

- ACH Quick Entry History
- Import Profiles
- Import History
- Export Profiles
- Export History
- Holiday Calendar

CREATE WIRE PAYMENTS

- From Template
- US Federal Tax
- US Wire

CREATE WIRE TEMPLATES

- US Federal Tax
- US Wire

ACH Quick Entry History

To view your ACH Quick Entry History, select **Payments > Payment Tools > ACH Quick Entry History**.

The screenshot shows the 'PAYMENTS' menu with several sub-sections. The 'PAYMENT TOOLS' section is expanded, and 'ACH Quick Entry History' is highlighted with a red box. Other options in the menu include 'CREATE ACH PAYMENTS', 'CREATE ACH TEMPLATE', 'MANAGE', 'CREATE WIRE PAYMENTS', and 'CREATE WIRE TEMPLATES'.

Here you will be able to view all of your ACH Quick Entry payments and the status of each payment.

QUICK ENTRY LIST						
Create Date/Time ▼	Template Name ▲ Description	Payment Date ▲	Payment Number ▲ Type	Status ▲	Debit ▲	Credit ▲
VIEW LAST MODIFIED BY						
02/21/2019 14:03	TEST 123 123456789	02/25/2019	Z4G94PRK7F CCD - Corporate Credit or Debit	Pending Approval		5,000.00
02/20/2019 14:33	TEST 123 123456789	02/22/2019	CCD - Corporate Credit or Debit	Failed		

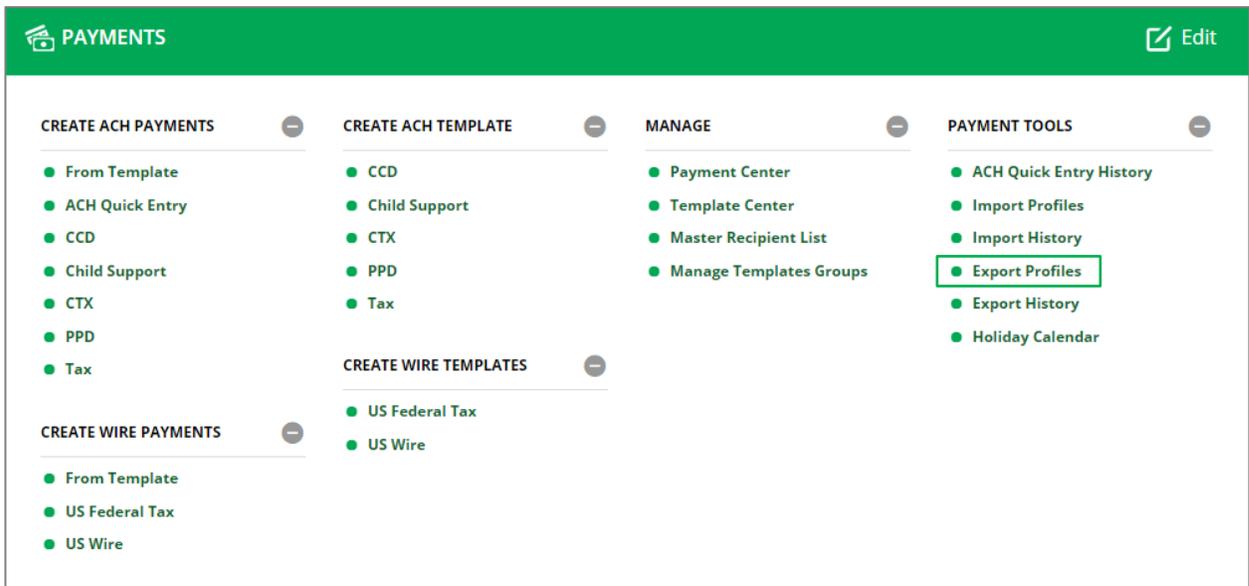
Show 10 ▼

Import Profiles and Import History

You can import your payment profiles or see import profile history by selecting **Payments > Payment Tools > Import Profiles / Import History**. Further directions on import profiles can be found in our **Payments Import Formats guide**.

Export Profiles

You can export your payment profiles by selecting **Payments > Payment Tools > Export Profiles**



You can create an export profile by selecting **Create Profile**.



You will then be asked to name your profile and provide a description and select a file format. File formats for ACH include:

- ACH NACHA
- ACH User-Defined

After you have completed the information, select **Next** to continue.

The screenshot shows a form titled 'CREATE EXPORT PROFILE' with a 'Required Fields' indicator. The form is in 'Step 1 Select File Format'. It contains three input fields: 'Profile Name *' with the value 'TEST 123', 'Description *' with the value 'ABC', and 'File Format *' with a dropdown menu showing 'ACH NACHA'. At the bottom of the form are two buttons: 'Cancel' and 'Next'.

If you select ACH NACHA, your payment type will already be defined, and you will be asked to select your File Content Type. Select **Next** to continue.

CREATE EXPORT PROFILE Required Fields

Step 2 Enter File Format Information

File Content Type

Payments

Templates

Cancel Back Next

You will then be asked to preview your profile. Select **Submit Profile** to save your profile.

PREVIEW EXPORT PROFILE

Step 3 of 3 Use this page to review Export Profile information

Profile Name	TEST 123
Description	ABC
File Format	ACH NACHA
File Content Type	Payments

Cancel Back Submit Profile

If you select ACH User-Defined, you will be asked to define your Payment Type, Format Type and File Content Type here. Once you have entered your profile information, select **Next** to continue.

CREATE EXPORT PROFILE Required Fields ? ✕

Step 2 Enter File Format Information

Payment Type * ▼
CCD - Corporate Credit or Debit

Format Type * ▼
Comma Separated (,)

File Content Type

Payments

Templates

Recipients

Cancel Back Next

You will then define your user fields here. Highlight the field(s) you want to include in your file and select the right arrow to move fields from the Available Fields Column to Fields Included in File. Once you have selected all of your fields, select **Next**.

CREATE EXPORT PROFILE

Required Fields

Step 3 of 4 Use this page to add and remove fields from an Export Profile

PROFILE INFORMATION

Options Header Trailer

EXPORT FIELD SELECTION

Available Fields

- Confidential Indicator
- Recipient Account Type
- Recipient Account Number
- Recipient Account Currency
- Recipient Bank Name
- Recipient Bank ID
- Recipient Amount
- Recipient Discretionary Data
- Recipient Status
- Recipient Addenda Type
- Note/Special Instruction: Note Reference Code{Addenda}
- Note/Special Instruction: Description{Addenda}
- Reference Number: Reference Number Qualifier{Add...

Fields Included in File *

- Originating Account Nickname
- Offset Creation Level
- Recipient Name
- Recipient ID
- Recipient CR/DR Indicator

Move All

Cancel Back Next

Preview your Export Profile. Once you have confirmed the information, select **Submit Profile** to complete your profile.

PREVIEW EXPORT PROFILE ? ✕

Step 4 of 4 Use this page to review Export Profile information

PROFILE INFORMATION ⊕

Profile Name	TEST 123
Description	ABC
File Format	ACH User-Defined
Payment Type	CCD - Corporate Credit or Debit
Format Type	Comma Separated (,)
File Content Type	Payments
Header	Yes
Trailer	No

EXPORT FIELDS SELECTION ⊕

Export Fields	<ul style="list-style-type: none"> Originating Account Nickname Offset Creation Level Recipient Name Recipient ID Recipient CR/DR Indicator
---------------	--

Cancel
Back
Submit Profile

You will receive a **Successful Submit** notification of your profile. From here, you can navigate to the Manage Profile page.



Successful Submit
Export profile TEST 123 has been successfully created.

Manage Profiles

You will now be able to see your profile in the export profile homepage.

EXPORT PROFILES					
Profile Name ▲	Description ▲	File Format ▲ Payment Type	Format Type ▲	File Content Type ▲	Action
TEST 123	ABC	ACH User-Defined CCD - Corporate Credit or Debit	Comma Separated (,)	Payments	
					VIEW LAST MODIFIED DATE -
					Show 10 ▼

Export History

The Export History provides you with details on your export payment history. This includes the date/time of your exports, along with the profile name, path, the user who uploaded the file, file size and the status of the file. To access your Export History, select **Payments > Payment Tools > Export History**.

PAYMENTS
Edit

CREATE ACH PAYMENTS -

- From Template
- ACH Quick Entry
- CCD
- Child Support
- CTX
- PPD
- Tax

CREATE ACH TEMPLATE -

- CCD
- Child Support
- CTX
- PPD
- Tax

MANAGE -

- Payment Center
- Template Center
- Master Recipient List
- Manage Templates Groups

PAYMENT TOOLS -

- ACH Quick Entry History
- Import Profiles
- Import History
- Export Profiles
- Export History
- Holiday Calendar

CREATE WIRE PAYMENTS -

- From Template
- US Federal Tax
- US Wire

CREATE WIRE TEMPLATES -

- US Federal Tax
- US Wire

Your Export History will be shown. If you do not have any export history, this field will be blank.

EXPORT HISTORY					
Date/Time (CST) ▲	Filename ▲	Description ▲	User ID ▲	File Size ▲	Status ▲
NO INFORMATION TO DISPLAY					

Holiday Calendar

The Holiday Calendar allows you to pull a calendar for a specific country. The Holiday Calendar can be accessed by selecting **Payments > Payment Tools > Holiday Calendar**.

The screenshot shows a green header bar with the word "PAYMENTS" and an "Edit" icon. Below the header are four main sections, each with a minus sign icon to its right:

- CREATE ACH PAYMENTS**: From Template, ACH Quick Entry, CCD, Child Support, CTX, PPD, Tax
- CREATE ACH TEMPLATE**: CCD, Child Support, CTX, PPD, Tax
- MANAGE**: Payment Center, Template Center, Master Recipient List, Manage Templates Groups
- PAYMENT TOOLS**: ACH Quick Entry History, Import Profiles, Import History, Export Profiles, Export History, **Holiday Calendar** (highlighted with a red box)

Below these sections are two more sections:

- CREATE WIRE PAYMENTS**: From Template, US Federal Tax, US Wire
- CREATE WIRE TEMPLATES**: US Federal Tax, US Wire

Select the country from the dropdown and select **View Calendar**.

The screenshot shows a green header bar with "HOLIDAY CALENDAR". Below it is a form with a "Country" label, a dropdown menu showing "Select a Country", and a "View Calendar" button.

The Holiday Calendar for the country you selected will be shown below.

The screenshot shows the "HOLIDAY CALENDAR" page with "United States" selected in the country dropdown. A "View Calendar" button is visible. Below is a table of holidays:

Holiday Date ▲	Holiday Name ▲
11/11/2018	Veteran's Day
11/21/2018	Thanksgiving Day
12/24/2018	Christmas Day
12/31/2018	New Year's Day
01/20/2019	Martin Luther King Day
02/17/2019	President's Day
05/26/2019	Memorial Day
07/03/2019	Independence Day
09/01/2019	Labor Day
10/13/2019	Columbus Day

At the bottom of the table, there are navigation arrows and a "Show 10" dropdown menu.

ACH Glossary

The definitions below describe features and terms for ACH transactions.

Template and Profiles

Approved – The template is created and approved and available to be used for an ACH transaction.

Pending Approval – The template is created, and it awaits one or more approvals.

Private Profile/Templates – Only the user who created the profile can view the profile and can initiate imports based on it.

Public Profile/Templates – All company users can view and edit the profile/template.

Save Incomplete – The ACH Payment details were saved (possibly with incomplete information), but the payment was not submitted for processing. The payment can be completed at a later time and then submitted for approval and processing.

Statuses: Pending ACH Payments

Add Partially Approved – The new payment requires multiple approvals, and it has received at least one, but not all, of the required approvals.

Add Rejected – An approver has rejected the new payment.

Modify Partially Approved – The modified payment requires multiple approvals, and it has received at least one, but not all, of the required approvals.

Modify Rejected – An approver has rejected the modified payment.

Overdue – The payment is currently overdue. It has reached its effective date (send date) but is still pending approval.

Pending Add Approval – The payment has been submitted, and it awaits one or more approvals.

Pending Modify Approval – The payment has been modified, and it must receive approval before further processing.

Pre-funding Failed - Delete Re-submit Required – An attempt to delete a pre-funded payment (whether scheduled or in a failed status) has failed due to a technical problem. The delete request must be resubmitted.

Pre-funding Failed - Modification Required – The payment failed a pre-funding check with the financial institution's back-office application. The payment can be resubmitted when funds become available. It can also be modified and resubmitted or deleted.

Pre-funding Failed - Resubmit Required – The payment pre-funding check has failed due to a technical problem, such as an inactive host system or application server. The payment must be resubmitted.

Pre-funding Scheduled – A payment with a send date in the future has received all required approvals and is scheduled. It will not be submitted for the prefunding check until the send date.

Pre-funding Successful – The payment has passed a pre-funding check and will be included in the batch process to format the NACHA file.

Save Incomplete – Payment details were saved (possibly with incomplete information), but the payment was not submitted for processing. The payment can be completed at a later time and then submitted for approval and processing.

Scheduled – The payment is scheduled and ready to be processed by a payment batch job.

Statuses: Processed ACH Payments

Completed – The system has submitted the ACH batch payment to the financial institution's back-office application.

Deleted – A user has deleted the payment. Transactions are periodically purged from the system based on the financial institution's data retention settings.

Disenabled – The financial institution rejected the request.

Failed – The financial institution could not process the request.

Signature Failed – The system could not authenticate the payment.

