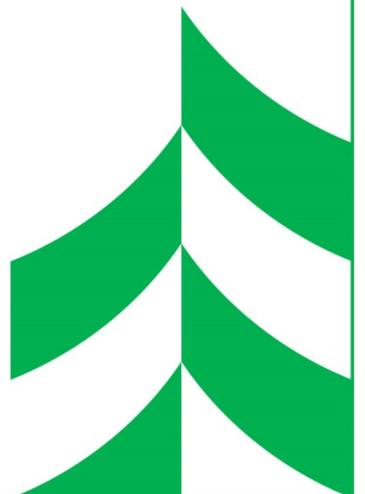# Associated Connect®

Reference Guide: Offset Account Set up

AssociatedBank

Offset Account Set up

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 displays, showing a list of the databases (templates) loaded into the system. Click the **Name** link in the list to continue.

3. The Database Summary screen displays. If there are items with the status "Needs Repair," this means there is something missing from the detail entry. An "Entered" status means the entry can be included in a batch. Click the **Name** link in the list to continue.

4. The Database Detail screen displays, showing the detail for the entry. Notice the Company Account Number field is required (marked with an asterisk). This field should display your Associated Bank account number that you would like to use as a balancing account for this entry. Click **Next** to move to the next entry.

5. Continue to review the Company Account Number in each entry within the database, to make sure it contains the correct account number. Click **Next** after each. If you are entering a new account for each entry, you may want to copy the text from one entry, and paste it in the next entry to speed up the process, and avoid re-keying the account number. We highly recommend you use the same account as the balancing Company Account Number for each entry within a template. If you have a different account you would like to use, please create a new template.

   Note: *When moving from one entry to the next, you may get a message that asks you to save or discard your changes. Please click* ***OK*** *to save and continue. A confirmation message appears: Database entry details saved.*

6. When you get to the last entry within a database, click **Save**. (The Next button will no longer be available).

7. Click the Database Summary link at the top of the screen to go back to verify the status of all entries is now "Entered" which means it can be included in an ACH batch transmission.

8. Click the **Database List** link at the top of the screen to go back and repeat the steps above for each template.