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ACH Manager 4.0

Copy Transfers (Replaces New Using Existing Transfer)

If you have an existing transfer that you would like to reuse, you can simply locate the desired transfer and then click the **Copy** button. The system then displays an edit page for the transfer that you copied. You can then make any changes as needed and rename the transfer. The system retains the original transfer and the newly copied transfer.

Ac	tivity Templa	tes File import te	emplates	Incoming	+ New payr	nent 🕂 Ne	w collection	Import	file Help
	Date 🚽	Description 0	Statu	s ¢	Withdrawal 🔅	Deposit o	Туре о		Report
~	Oct 27, 20XX	PPD Payment 022	6 Recu	rring Entry	129.90	800.00	Payment	copy Edit	Delete
~	Oct 27, 20XX	CCD Debit 1017	Proce	ssed	290.12	750.00	Payment		

The Copy button enables you to quickly reuse content from an existing transfer

New Transfers

All ACH transfers are conveniently grouped into two categories: payments and collections. Within each category you can access all the types of ACH transfers (for example payroll, prearrange

payments). From the main ACH Manager starting page you can click on + New payment or + New collection to establish a new ACH transfer.

Ac	tivity Templa	tes File import tem	plates Incoming	+ New pay	ment 🕂 Ne	w collection) Import	file Help
	Date 🖕	Description 0	Status 🔅	Withdrawal 💠	Deposit 0	Туре 🗘		Report
~	Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy Edit	Delete
~	Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		
and				a maintaine and a second	Contraction of the local division of the loc	-		

Click the +New payment or +New collection to initiate a new transfer.

When you click on either option, the system displays a New payments or New collections box from which you can specify the type of ACH transfer from the **Type** drop-down list and click **Continue**.



ACH transfers are grouped into two categories: payments and collections



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Edit Transfers

Your ability to edit a payment or collection is easier than ever for transfers that have not completed processing. From the main **Activity** tab, you can click or tap the **Edit** button for the transfer that you want to edit. Previously, you had to inquire on a specific transfer before you could perform any maintenance.

Ac	tivity	Templat	es	File import templ	ates	Incoming	♣ New payn	nent 🕂 Ne	ew collection	n ⊕ Import	file Help
	Date 🖕		Des	cription 🗘	Statu	s ¢	Withdrawal 💠	Deposit 🗘	Type 🗘		Report
~	Oct 27,	20XX	PPD	Payment 0226	Recur	ring Entry	129.90	800.00	Payment	Copy Edit	Delete
~	Oct 27,	20XX	CCD) Debit 1017	Proce	ssed	290.12	750.00	Payment		
have	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		*	man

Click the Edit button to make changes to a transfer.

Delete Transfers

From the main **Activity** tab, you can click or tap **Delete** for the transfer that you want to delete. The system then displays a transfer overview page. From the transfer overview page, you can click or tap **Delete ACH** and the system completes the deletion process.

Ac	tivity Templa	tes File import temp	olates Incoming	New payment	t 🕂 Nev	v collection	Import f	ile Help
	Date 🖕	Description \$	Status ≎	Withdrawal 🗧 De	eposit 🗘	Type 🜣		Report
*	Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy Edit	Delete
~	Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

Click or tap Delete to initiate the deletion process for a transfer



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Delete a Recurring Transfer

From the Activity page, you can click on the **Delete** button for a recurring transfer and the system displays the Delete recurring file page. From this page you can chose to delete a single occurrence or all future recurring transfers from the **Deletion type** drop-down list.

Delete recurring Deletion type Delete all transfers	file		
[Transfer Name]			
Description	Tax identification number		
Payroll	WASHINGTON ORCH [xxxxx5522]		
Effective date			
Dec 28, 20XX	✓ Repeat		
Frequency	End date		
Daily			
Status	Туре	Total withdrawal	Total deposit
Recurring Entry	Payment (Payroll - PPD)	\$2,240.00	\$0.00
Batch			
Name	Company	Company description	
1-PPD-Recurring	WASHINGTON ORCH [xxxxx5522]	Recurring_	

You can quickly delete a single occurrence or all future recurring transfers.

To Hold A Payment from a List of payments

To place a hold on a transfer, click the **Pay** switch. A hold stops the system from submitting the indicated transfer to the financial institution during processing and saves the transfer for future use. To remove the hold, click the **Hold** switch to turn on the **Pay** option and proceed with processing the specified transfer as part of the batch



Note: ACH Manager uses switches that change labels when you activate or deactivate the switch by clicking on them. We list these switches in the table that follows.

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Import File

You can access the import NACHA and Non-NACHA files functionality directly from the main ACH Activity page by clicking **import file**.

		es File import temp	lates Incoming	+ New payme	ent 🕂 Nev	w collection	١	mport	file Help
0	Date 🖕	Description 0	Status 0	Withdrawal o	Deposit 0	Type 🗧			Report
~ 0	Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Сору	Edit	Delete
v 0	Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment			

Import NACHA Files

Once you click **import file** you can select whether you are importing a NACHA or Non-NACHA file and then select the appropriate file to import.

Activity	Template	s File in	port template	s Incoming						Help	[
Import fi			iport template.	5 meoning									
Import ty	pe			۲	NACHA O	Non-NACH	IA						
File location Choose File No file chosen													
Template	_			I	mport without	t using templ	ate	•				-	
Tax identi	ification	Activity	Templates	File import to	emplates I	Incoming					Help		
Туре		Import file - [Import File Name]											
.,,,,,		File su	nmary										
		File withdrawal total \$1,255.55											
		Number of withdrawals 3											
		File depo	os Activity	Templates	File import	templates	Incoming				⊖ P	rint	Help
		Number of											
		Reference	e 🕗 [Impo	ort File Name	is pending fin	nancial institu	ution review.						
			[Impo	ort File I	Name]								
		Batch s		e number		cf84e8	cf84e8d824						
			Effective	date		Jan 28	B, 20XX						
	-		Total wit			\$1,255							
							0.00						
			Number	of withdrawal	5	3							
			Total dep	oosit		\$1,255	5.55						
			Number	of deposits		3							
			Return to	ACH activity									
													_

Importing a NACHA file is a quick three step process.

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Import Non-NACHA

We have simplified the process for importing Non-NACHA file by combining steps, thus resulting in four easy steps. In addition, the system automatically populates additional information in the File format section such as **Delimited** (and associated type) or **Fixed width**, **Header** and **Footer** rows to exclude, and any **Text qualifier** (if there is one). Also, as you define each column in the File format section, the system displays a Mapping preview to show you how the system maps each piece of data.

Activity Templates	File import ter	mplates Incoming								
Import file						1				
Import type	0 NA	ACHA	ΗA			1	1			
File location	C:\Us	sers\Documents\ACH\(Credits.txt		Browse.		}			
Template	Cre	Activity Templates	File import temple	ates Incomin	g					
_		Import file								
Туре	Pay	Template name Bi-monthly payroll			ion number DN ORCH[xxxx	~55221	▼ Payme		p	- 1
						-	·	ents		<u> </u>
- dama - data		Type Payment - Payroll (PPD)		Insert decima ⊖ Yes ●	s into amounts No					
		File format				Number	of rows to e	xclud	e	
		• Delimited O Fixed	width			Header		Foot	er	1
						1		2		5
		🗆 Tab 🗌 Semicolon	🗹 Comma 🛛	Space	Other					5
		Text qualifier								}
		Single quote - '	•							
		File preview	George Washing	ton Washingt	n Orcharde 1	11111118 22				
		123456789,2150.00, N	Martha Washing	gton,Washingt	on Orchards,1	111111118,22				5
		456787654,2200.00,3 654321234,1900.00,1								5
		Column 1	Column 2	c	olumn 3	Colu	umn 4		Column 5	Colu
		Routing transit *	▼ Amount *	•	Name *	▼ Ide	entification	•	Transaction code	• (E
		Column 7	Column 8							
		(Exclude Column)	▼ (Exclude Co	lumn) 🔻						
		Mapping preview Routing transit	Amount	Name		Identificatio	n	Trar	saction code	{
			2000.00	George Wash	ington	Washingtor		22		{
		123456789 2	2150.00	Martha Wash	ington	Washingtor	0rchards	22		5
		456787654 2	2200.00	John Adams		Washingtor	0rchards	22		ł
		654321234 1	1900.00	Thomas Jeffe	rson	Washingtor	Orchards	22		ŝ
		Apply additional	values							
			values	Value						Ì
		Account Number	•						-	

The File format section reduces the number of steps that you need to take when importing a Non-NACHA file and provides a Mapping preview. 28 of 45

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Exceptions

The system displays the Exceptions page when you import a Non-NACHA file and data in the file is missing or inaccurate (for example, the dollar amount has the decimal too far to the left or the routing transit number is invalid). Once you fix the exceptions and click **Continue**, the system continues with the import process.

Activity	Templates	File import templates	Incomin	1	🖨 Prin	t Help
-		port template				
() Una	able to import fi	le - invalid file format.				
_						
		[Number of E	xcept	ionsj		
Exceptio	ons					
Row		Exception rea				
11		Invalid Amour	nt.			
17		Invalid Routin	g transit.			
\square)		
T	41					
Transact Row 1		X Delete row				
Accoun	t number *		A	mount *	Discretionary data	
37825	0			11.321		
			lr	valid amount.		
Identific	cation		N	ame *	Payment information	
EMP1	776			George Washington	October payroll	
Routing	ı transit *		T	ransaction code		
18888	88888		Q	22		
Row 1	7	X Delete row				
ROW	1	A Delete Tow				
Accoun	t number *		А	mount *	Discretionary data	
27824	8					
Identific	cation		N	ame *	Payment information	
EMP1	784			John Adams	October payroll	
Routing	y transit *		T	ransaction code		
			۹	22		
Invalid F	Routing transit.					
* Indicate	es required field	I				
Continu	e Cancel					
іе Ехсер	otions page e	nables you to fix issue	es with th	e data from a Non-NACHA file that you impo	ort.	