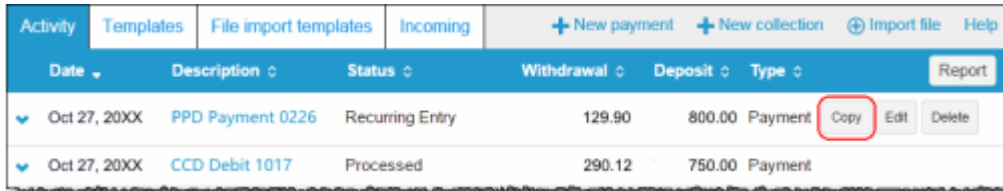# ACH Manager 4.0

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.
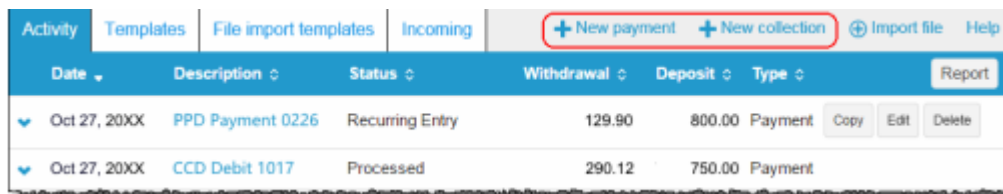

*The **Copy** button enables you to quickly reuse content from an existing transfer*

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.

*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

ACH Manager 4.0

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.

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.

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 file

Deletion type
Delete all transfers ▼

[Transfer Name]

Description
Payroll

Tax identification number
WASHINGTON ORCH [xxxxx5522]

Effective date
Dec 28, 20XX

☑ Repeat...

Frequency
Daily

End date

Status	**Type**	**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
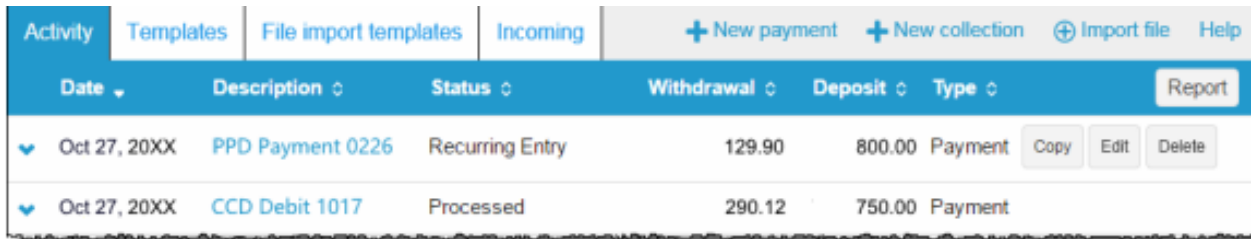
Pay all ▢   Hold all ▢

Pay ▢   Hold ▢

Prenote all ▢   Prenote none ▢

Yes ▢   No ▢

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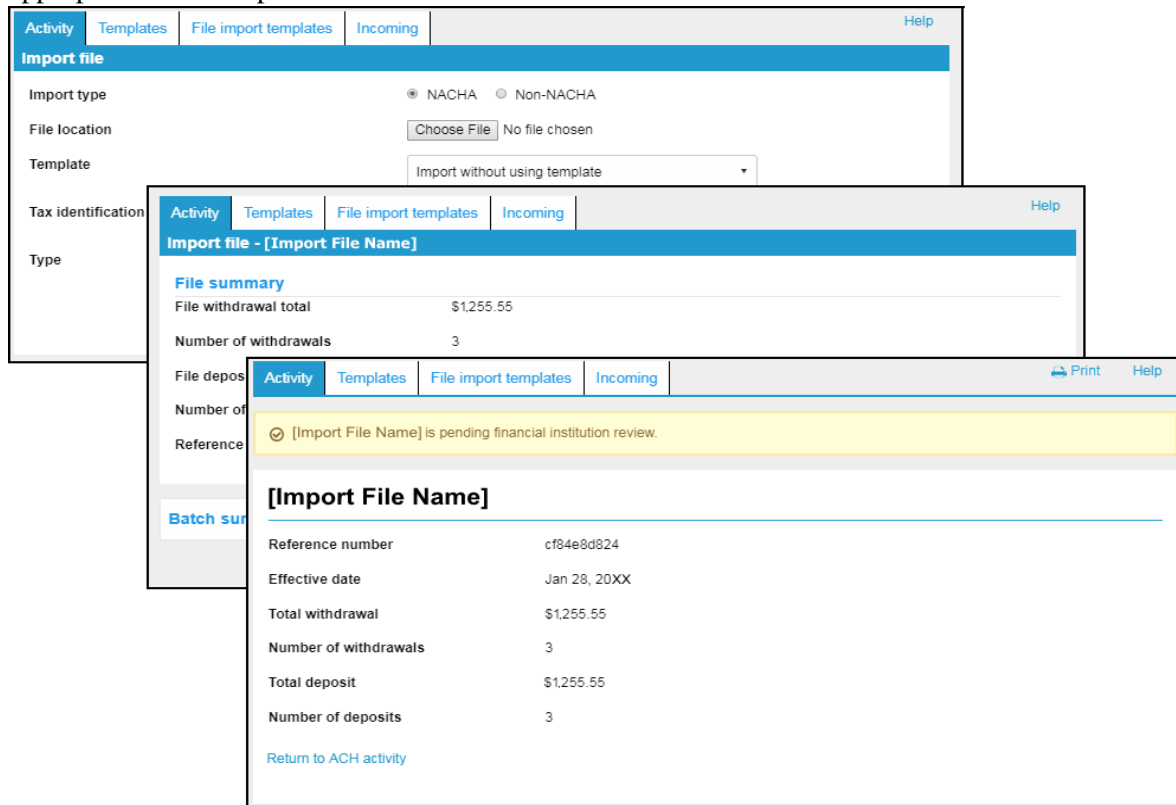
You can access the import NACHA and Non-NACHA files functionality directly from the main ACH Activity page by clicking **import file**.

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.
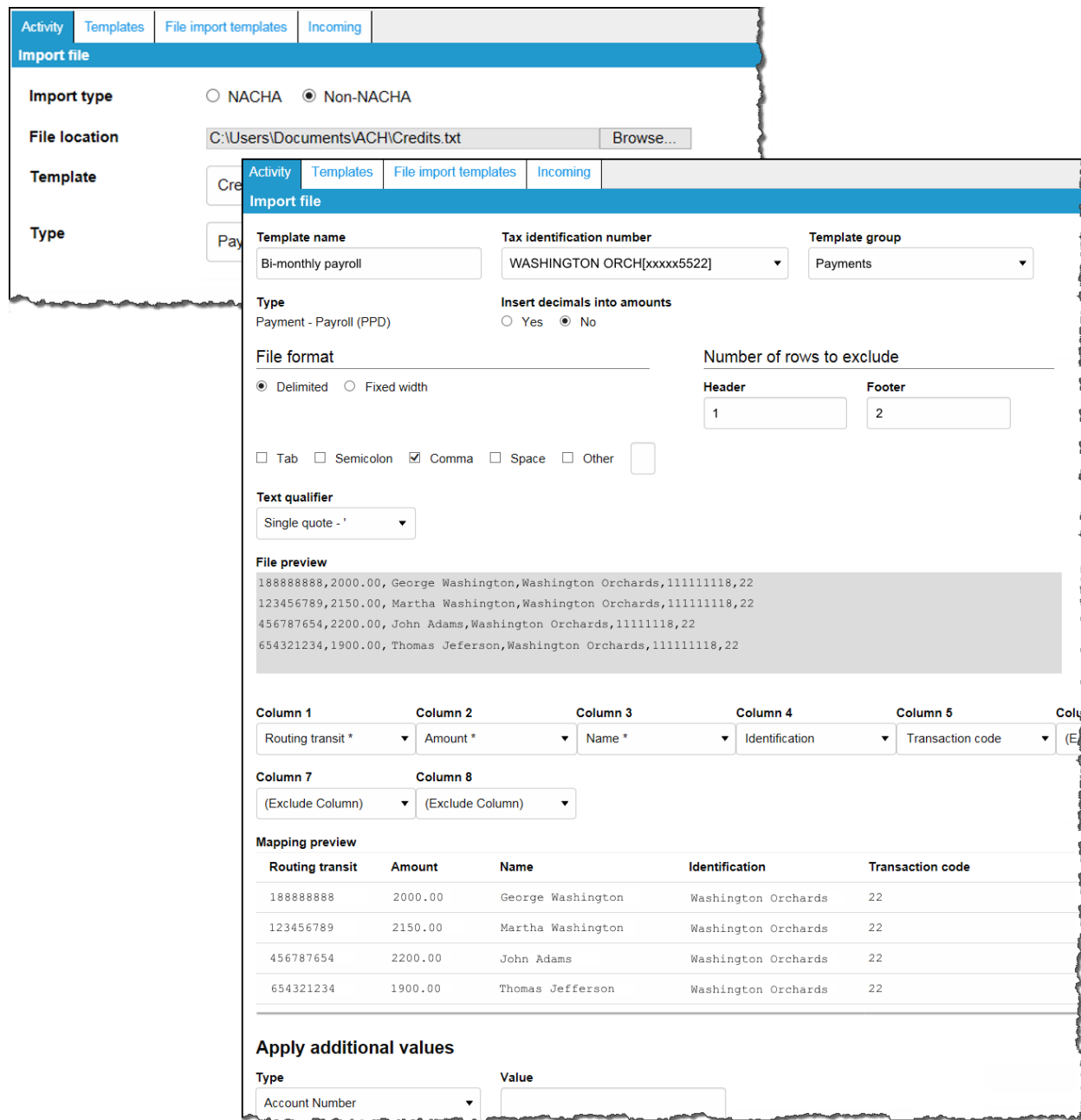

Importing a NACHA file is a quick three step process.

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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 templates	Incoming

Import file

Import type	○ NACHA ● Non-NACHA
File location	C:\Users\Documents\ACH\Credits.txt [Browse...]
Template	Cre
Type	Pay

Activity	Templates	File import templates	Incoming

Import file

Template name
Bi-monthly payroll

Tax identification number
WASHINGTON ORCH[xxxxx5522] ▼

Template group
Payments ▼

Type
Payment - Payroll (PPD)

Insert decimals into amounts
○ Yes   ● No

File format
● Delimited   ○ Fixed width

Number of rows to exclude

Header	Footer
1	2

☐ Tab   ☐ Semicolon   ☑ Comma   ☐ Space   ☐ Other

Text qualifier
Single quote - ' ▼

File preview

```
188888888,2000.00,George Washington,Washington Orchards,111111118,22
123456789,2150.00,Martha Washington,Washington Orchards,111111118,22
456787654,2200.00,John Adams,Washington Orchards,11111118,22
654321234,1900.00,Thomas Jeferson,Washington Orchards,111111118,22
```

Column 1	Column 2	Column 3	Column 4	Column 5	Col
Routing transit * ▼	Amount * ▼	Name * ▼	Identification ▼	Transaction code ▼	(E

Column 7	Column 8
(Exclude Column) ▼	(Exclude Column) ▼

Mapping preview

Routing transit	Amount	Name	Identification	Transaction code
188888888	2000.00	George Washington	Washington Orchards	22
123456789	2150.00	Martha Washington	Washington Orchards	22
456787654	2200.00	John Adams	Washington Orchards	22
654321234	1900.00	Thomas Jefferson	Washington Orchards	22

Apply additional values

Type	Value
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.

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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	Incoming		🖶 Print Help

New NACHA file import template

ⓘ Unable to import file - invalid file format.

Exceptions - [Number of Exceptions]

Exceptions

Row	Exception reason
11	Invalid Amount.
17	Invalid Routing transit.

Transactions

Row 11   ✕ Delete row

Account number *	Amount *	Discretionary data
378250	11.321	
	Invalid amount.	

Identification	Name *	Payment information
EMP1776	George Washington	October payroll

Routing transit *	Transaction code	
1888888888 🔍	22	

Row 17   ✕ Delete row

Account number *	Amount *	Discretionary data
278248		

Identification	Name *	Payment information
EMP1784	John Adams	October payroll

Routing transit *	Transaction code	
🔍	22	
Invalid Routing transit.		

* Indicates required field

[Continue] [Cancel]

The Exceptions page enables you to fix issues with the data from a Non-NACHA file that you import.