Commercial Advantage

User Guide

Create an ACH Payment

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Member FDIC

Learn more about ACH Payments in Commercial Advantage.

Contents

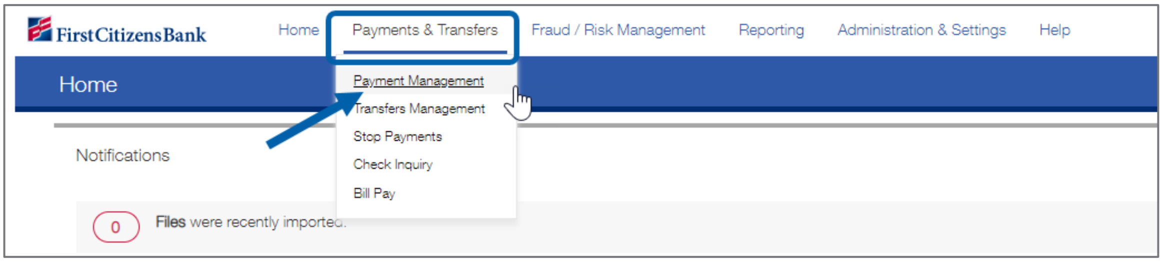
Overview

ACH / NACHA Payments

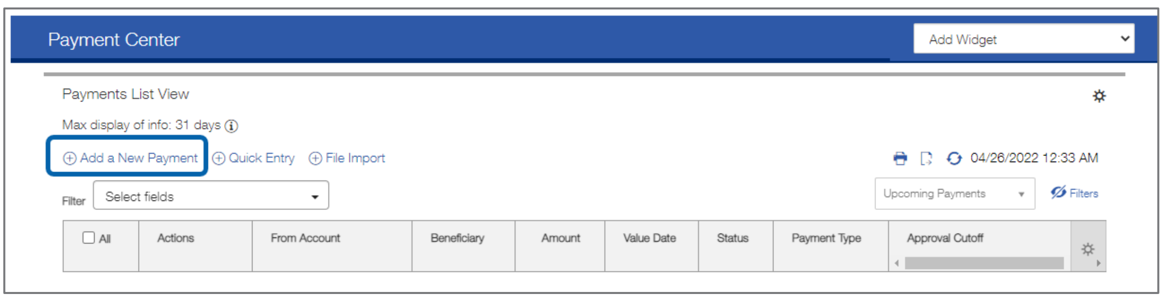
ACH payments are US domestic batch payments cleared through the Automated Clearing House (ACH) network. This network allows for consumer, business, and government payments through participating financial institutions.

To create a payment:

1. Select **Payment Management** from the **Payments & Transfers** menu.

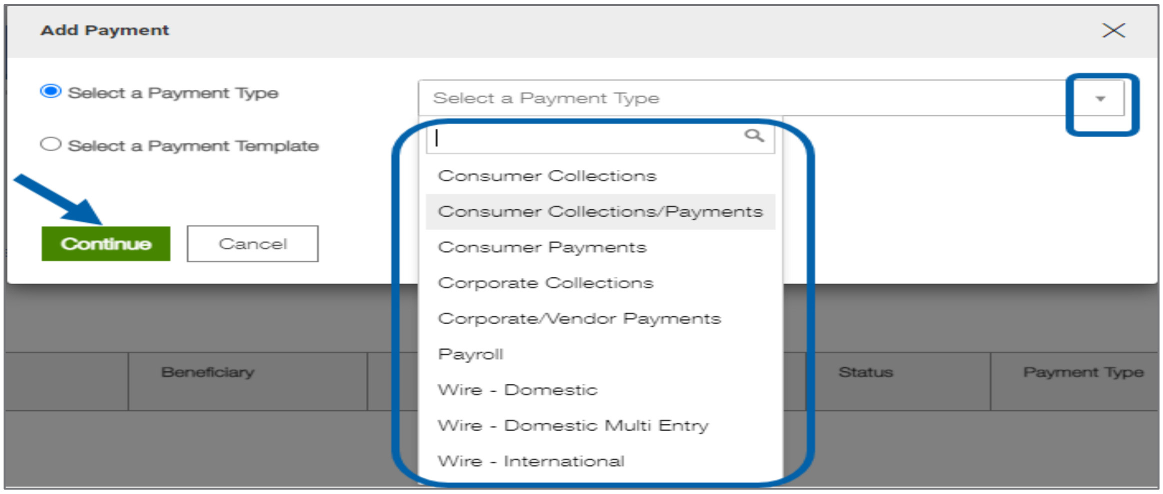


2. Click **Add a New Payment**.



3. Use the **Payment Type** drop-down to select the appropriate payment type or use the Select a **Payment Template** drop-down to select an existing template.
   Note: Payment Types will be available for any ACH Company and corresponding Payment Type the user has access to.

4. Click **Continue**.

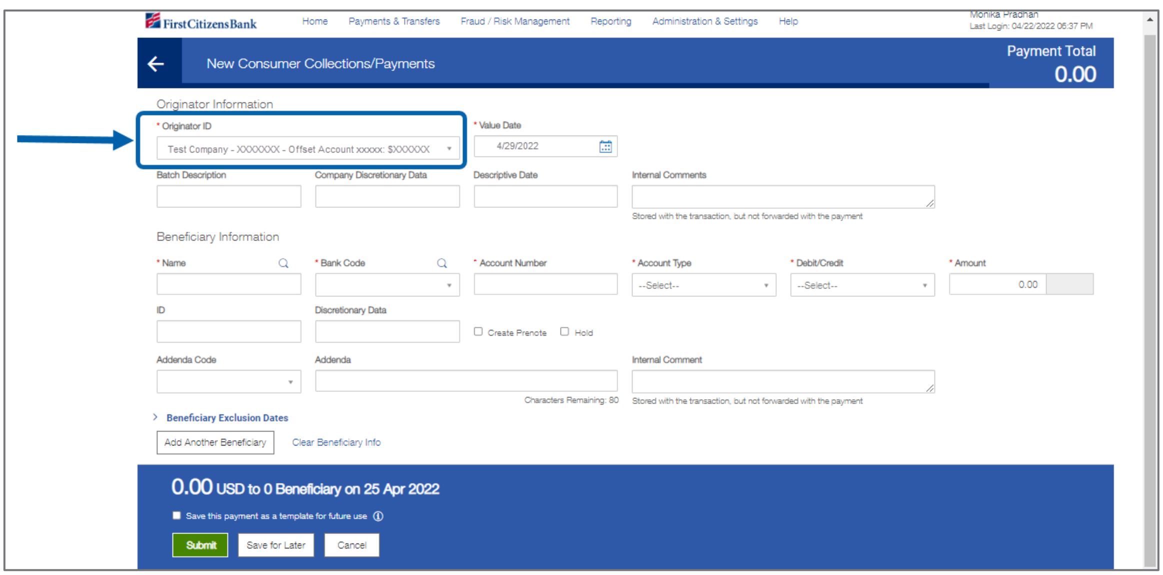


5. Select the **Originator ID** under **Originator Information**.

   The **ACH Company**, **Company ID / Name**, and **Offset Account** fields are automatically populated with any relevant data.

   ## Notes:

   - If a template is selected, some fields may already be completed.
   - The available balance of the settlement account will appear for display only.



6. In the **Value Date** field, the earliest possible value date will automatically be selected. If needed, enter a different value date, or select one using the calendar icon.

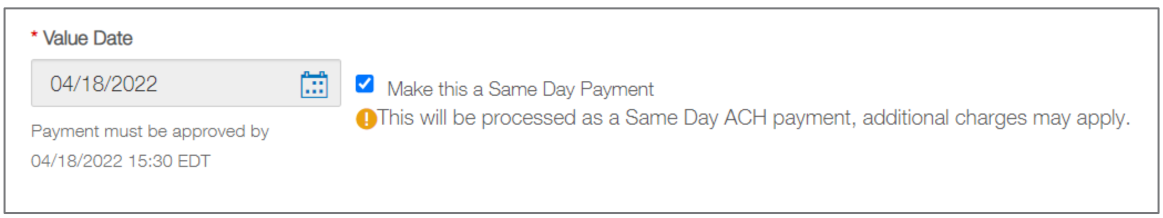
The application will display a cutoff time by which the payment has to be approved. This will appear below the **Value Date** field. For example, "Payment must be approved by 22:00 PM EDT."

Notes:

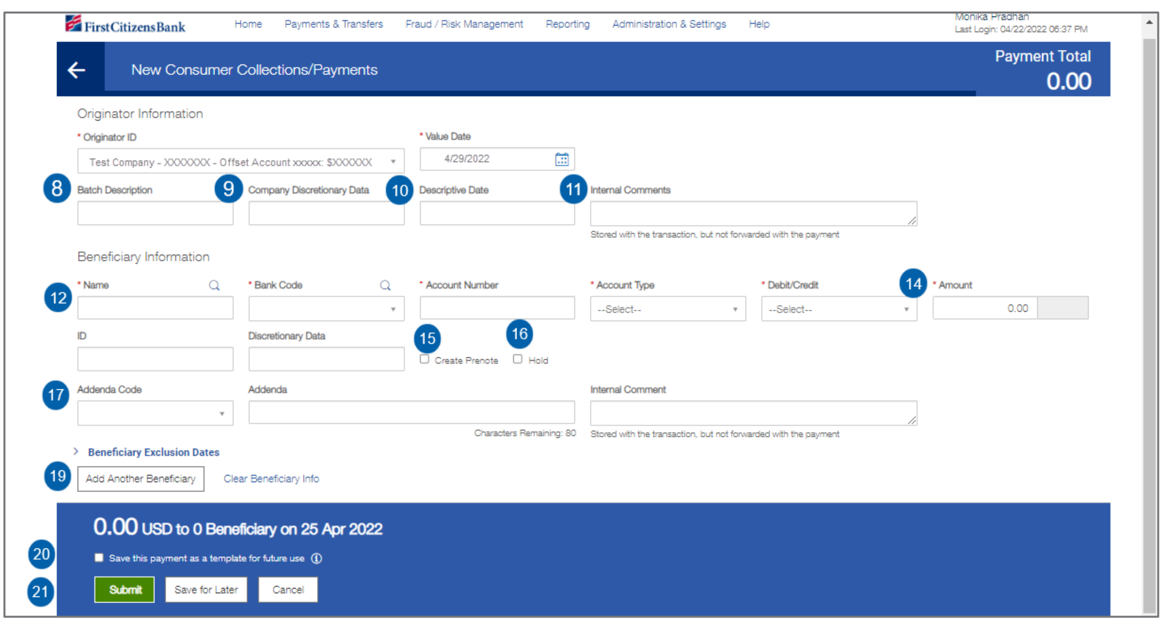
- If the payment is modified, this cutoff time may change. Be sure the payment is approved before the cutoff time.
- Cutoff time display is listed in Military Time.

7. (optional) If the user company is entitled to Same Day ACH Service and the payment can be made today, the **Make this a Same Day Payment** checkbox appears. Select the box if required.

Note: If the payment is made after the cutoff time for the day, the payment will be made on the next available business day.



8. **Batch Description** identifies the contents of the batch and is usually automatically populated according to the user bank's specifications. Unless the field is protected, the value can be changed.



9. (optional) **Company Discretionary Data** is company data in NACHA format. It is usually not required unless requested by the processor of NACHA payments. Company discretionary data is located in the batch header of the ACH file.

   The Company Discretionary Data field will be populated by information taken from the Client ACH Company Information entered by an administrator. The field can be edited as necessary.

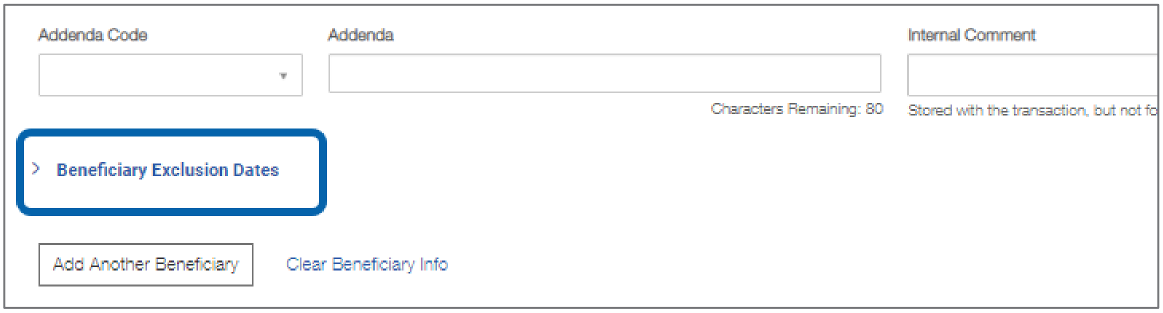
10. (optional) **Descriptive Date** is the date displayed to the receiver for descriptive purposes. For same day payments, this field may be protected.
11. (optional) Enter any comments.
12. In the **Name** field under the **Beneficiary Information** section, select a payee by clicking the lookup icon and then selecting a payee from the list OR enter the beneficiary name. If an entry from the Contact Center is selected, some of the remaining fields will be automatically populated.
13. Complete the Beneficiary Information section as needed.
14. In the **Amount** field, enter the transaction amount.
15. (optional) Check the **Create Prenote** box to create and send a prenote.
16. (optional) Check the **Hold** box to place a hold on the transaction.
17. If necessary, enter the addenda data and a transactional comment.
18. To exclude this beneficiary from the batch before or after certain dates, see **Excluding a Beneficiary from a Batch**.
19. To add another beneficiary to the batch, click **Add Another Beneficiary**.
20. To save this payment as a template, check the **Save this payment as a template for future use** checkbox. Then enter a **Template Code** (a descriptive name for the template) and **Template Description**. If the template needs to be visible only to users who are explicitly entitled to it, check the **Restrict** checkbox. The template will need to be approved before it can be used.
21. Click **Submit** to submit the payment for approval or **Save for Later** to save a draft of the payment.

    Note: A payment must be approved before it is released to the bank in the next processing window.

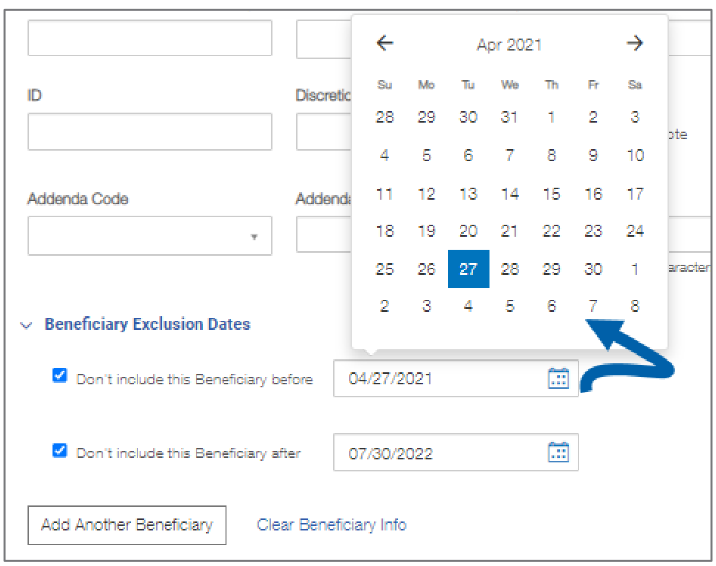
Excluding a Beneficiary from a Batch

Exclude a beneficiary from a batch payment by selecting one or more exclusion dates. To exclude a beneficiary:

1. Click **Beneficiary Exclusion Dates**.



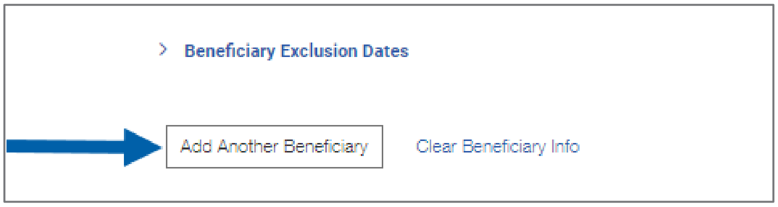
2. Do one or both of the following:
   - Check the **Don't include this Beneficiary before** checkbox and use the calendar icon to select a date before which this beneficiary should not be paid.
   - Check the **Don't include this Beneficiary after** checkbox and use the calendar icon to select a date after which this beneficiary should not be paid.



Adding Another Beneficiary

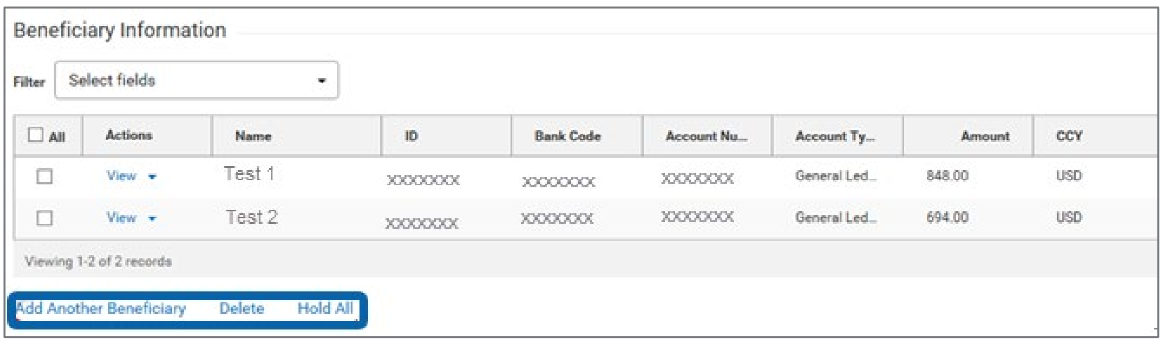
Add another beneficiary to a batch payment by clicking the **Add Another Beneficiary** link at the bottom of the screen.

Note: To clear beneficiary information and start again, click **Clear Beneficiary Info**.



After clicking the **Add Another Beneficiary** link, another window will appear where information for the next beneficiary can be entered.

When a payment has more than one beneficiary, the beneficiaries are displayed in the Beneficiary Information grid toward the bottom of the screen.

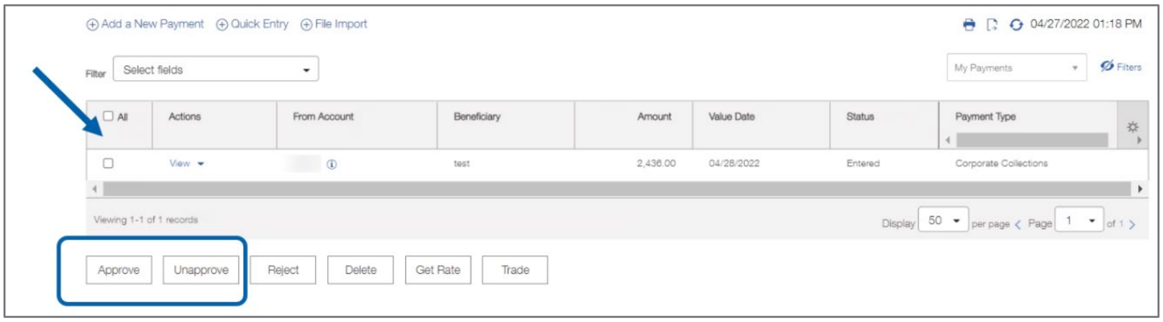


The grid features the following options:

- **Add Another Beneficiary**: Click this to add a new beneficiary, and then proceed as described above.
- **Delete**: Check the boxes for the beneficiaries to be removed, and then click **Delete**. To remove all beneficiaries, click the **All** checkbox.
- **Hold All**: Click to place a hold on payments to all listed beneficiaries.
- When all beneficiaries have been added, click on **Submit** or **Save** the payment.

Approve / Unapprove

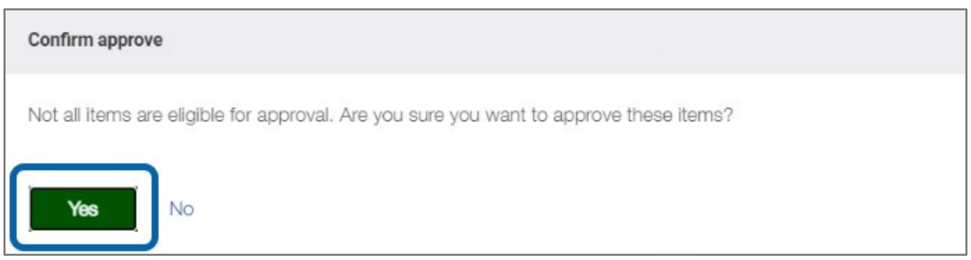
Many items require approval when they are entered or modified. Items that need approval will usually have a status of **Entered** or **Modified** (shown in the **Status** column of the list). To approve an item, click or select **Approve** in the **Actions** column. Approve multiple items at one time by checking the appropriate checkboxes and clicking the **Approve** button.



In addition, if the **Unapprove** option is available, unapprove any items that were approved in error.

If a user attempts to approve or unapprove an item or items, a confirmation screen may appear stating some of the selected items are not eligible.

Click **Yes** to continue; otherwise click **No**.



Payment Statuses

Below is a list of payment statuses.

Status	Definition
Entered	Entered without errors, ready for approval workflow. Can be modified or deleted.
Incomplete	Saved in an incomplete status. Can be modified or deleted.
Needs Repair	Needs repair usually due to an error in a file import validation.
Incomplete Approval	Currently in the approval workflow. Not available for modification or deletion.
Approved	An approved payment is ready for extraction to the back office. An approved payment cannot be modified or approved.
Approver Rejected	Rejected by approver. Can be modified or deleted.
Deleted	Not available for workflow or modification.
Import In Process	Payments currently being imported are set to this temporary status and cannot be modified, deleted, or approved.
Export In Process	Payments currently being extracted are set to this temporary status and cannot be modified, deleted, or approved.
Released	Released to the back office. Not available for deletion or modification.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.