How do I send an ACH Payment/Collection/ Pass Thru?

Links:

New Payment   Upload From File
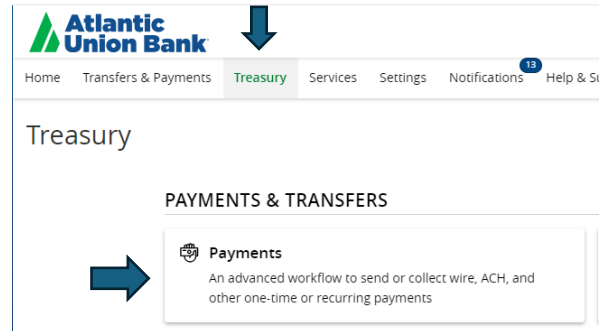
New Template   New Mapping

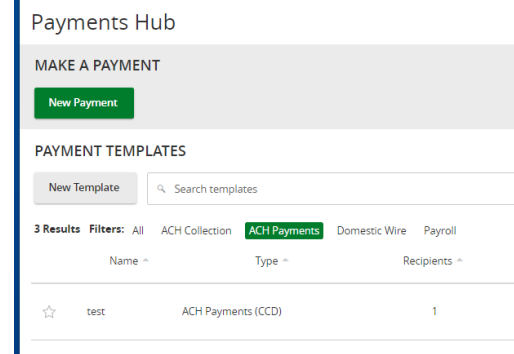Existing Template   ACH Pass Thru
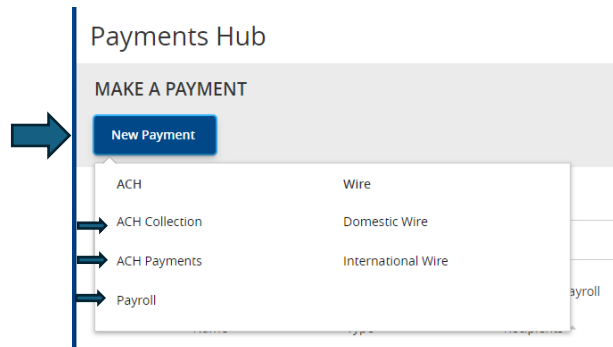
1.Click Treasury – Click Payments

2. Choose New Payment, New Template or existing template.

New Payment

1. Choose type of ACH payment.
ACH collection – CCD, PPD, WEB
ACH Payment – CCD, PPD
Payroll – PPD payment

2.Enter SEC code, Subsidiary, Account and Effective Date.

Also an option to Upload from file – fields will prefill with information from file – see Upload From File section

3. Add recipients from existing list or add new recipients

4. Add amount and Draft or Approve.

Upload from File

1.Under New Payment/Collection, Click Upload From File.

2. Choose mapping type – formats accepted – NACHA, CSV, fixed. Click use on corresponding mapping. **NOTE: This method should be used for all CCD, PPD, WEB Single batch NACHA files – this eliminates the need to configure header specs**

3. Select a file to import.Upload file

4. Information will prefill with information from file. If anything is missing in file, the filed will present as blank and can be manually filled. Draft or Approve

New Mapping

1. Under Upload From File, click New Mapping.

2. Choose your file to map.

3. Your file will appear on the screen. Choose separator, indicate header rows – Continue.

4. Choose your column values. Continue.

5. Indicate decimal, save, name and shared. FINISH. Once finished, the mapping will be there to choose when uploading from file

New Template

1. Choose type of ACH payment.

2. Name template, choose SEC code, add
Subsidiary, Account and Recipient(s). Save.

ACH Payments Change Type

Template Properties
Template Name | Template Access Rights
 | 15 of 15 user roles selected

Origination Details
SEC Code | From Subsidiary | Account
----Select a SEC Code---- | Test ****6789 | Payroll XX0107 | $21.10

Recipients (1) | Filters: All Pre-Notes | Find recipients in payment
+ Add multiple recipients

Recipient/Account | Amount
Search by name or account. | $ 0.00
+ Add another recipient

$0.00
1 payments (1 for $0.00) | Cancel | Save

 Existing template –

1.Click ellipses on template – Click
pay.

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template | Search templates

6 Results Filters: All ACH Collection ACH Payments Domestic Wire Payroll

Name | Type | Recipients | Last Paid Date | Last Paid Amount | Actions
ABC Co | Domestic Wire | 1 | | | ⋮
 | | | | Pay
Same Day TC 13 Day4 | ACH Collection (PPD) | 1 | | Edit
Same Day TC8 Test | Payroll (PPD) | 1 | | Copy
 | | | | Delete

2. Enter Effective Date, amount and
Draft or Approve.

test 2 1 (ACH Payments) | Edit Template

Origination Details
SEC Code | From Subsidiary | Account
CCD - Cash Concentration and Disbursement | Test ****6789 | Payroll XX0107 | $21.10
Effective Date | Recurrence
 | None

Recipients (1) | Filters: All Paid Not Paid Pre-Notes | Find recipients in payment

Recipient/Account | Amount
John Doe Checking 123456789 | $ 0.00

$0.00
1 payments (1 for $0.00) | Cancel | Draft | Approve

ACH Pass Thru

1. Click Treasury – ACH Pass Thru
   **NOTE: ACH Pass Thru require
   NACHA formatted files and
   should only be used for CTX
   sec coded files or multi batch
   files.**

Atlantic Union Bank | Good Afternoo

Transfers & Payments | Treasury | Services | Settings | Notifications 13 | Help & Support | Log Off

asury

PAYMENTS & TRANSFERS

Payments
An advanced workflow to send or collect wire, ACH, and other one-time or recurring payments

ACH Pass-Thru
Create a batch ACH payment by uploading a file

Positive Pay
Validate check payments & automate check processing

ACH Reporting
This is for NOC's and Returns Reporting

2. Choose file – Must be NACHA formatted with AUB specs, choose process date (this is different than effective date), Draft or Approve. **NOTE: Process Date descriptions are included in the blue section at the top.**

14. All approvals require a token code approval .