

FORTIS

ACH Origination Guide

Purpose

Outline the most common features and steps of ACH origination. This system uses batches of records to process external debits and credits. A record is a single ACH recipient and may be an individual account or a business account. A batch is a group of records intended to receive funds at the same time. Each client is uniquely set up for their ACH needs and may not have access to all features discussed here.

Setting Up a New Batch

Cash Manager > ACH > Select the appropriate ACH company name from drop-down menu:



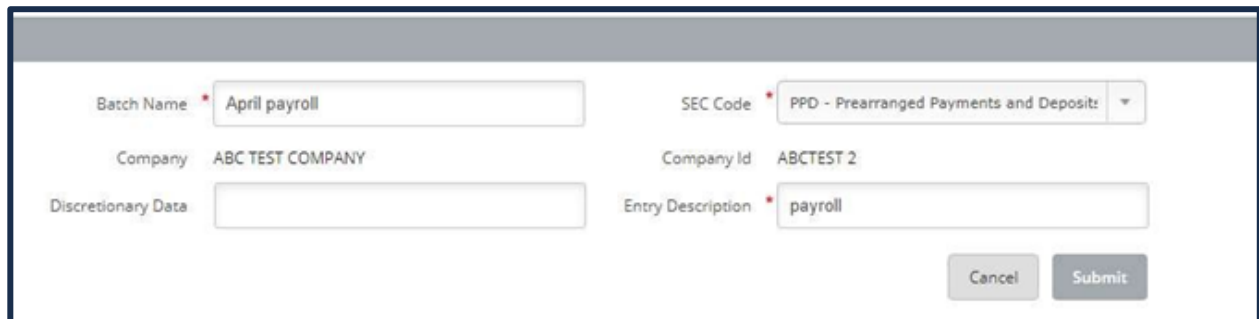
The screenshot shows the 'ACH Batch List' interface. At the top, there is a header 'ACH Batch List' with a green question mark icon. Below the header, there is a form with the text 'Create a new batch for:'. To the right of this text is a dropdown menu with the text 'Select Company'. The dropdown menu is open, showing three options: 'Select Company', 'ABC TEST COMPANY' (which is highlighted in blue), and 'ABCTEST'. Below the dropdown menu, there is a table with columns 'Status' and 'Batch Name'. The 'Batch Name' column has a small triangle icon next to it. The table has one row with the value 'ABC TEST COMPANY' in the 'Batch Name' column and 'ABCTEST' in the 'Batch Name' column. The word 'pany' is visible at the end of the row.

Batch Name: For internal purposes to understand purpose of batch.

SEC Code: leave as-is (PPD), unless a specific code is requested by recipient.

Discretionary Data: leave blank

Entry Description: Brief description of batch purpose; may be the same as the batch name.



The screenshot shows the 'ACH Batch List' form. The form has the following fields:

- Batch Name:** April payroll
- SEC Code:** PPD - Prearranged Payments and Deposit
- Company:** ABC TEST COMPANY
- Company Id:** ABCTEST 2
- Discretionary Data:** (empty field)
- Entry Description:** payroll

At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'.

Once this is filled out, select *Submit*.

Entering Initial Records

Only fields marked with an asterisk (*) are required.

Ensure correct account type is selected (checking or savings).

Transaction Type: *Credit* is to send funds to recipient; *Debit* is to withdraw funds from recipient.

Item Information:

Name *	<input type="text" value="Joe Smith"/>	Addenda Type	<input type="text" value="00-No Addenda Information"/>
ID Number	<input type="text"/>	Addenda	<input type="text"/>
Amount *	<input type="text" value="10"/> , <input type="text" value="00"/>		
Prenote	<input type="checkbox"/>	Creates a separate \$0 record of this entry.	

Receiving Financial Institution Information:

Routing *	<input type="text" value="107006428"/>	<input type="button" value="Search for ABA #"/>	Account Type	<input type="text" value="Checking"/>
Account Number *	<input type="text" value="1010001234"/>		Transaction Type	<input type="radio"/> Debit <input checked="" type="radio"/> Credit
			Status	<input checked="" type="radio"/> Active <input type="radio"/> Hold

Other Options

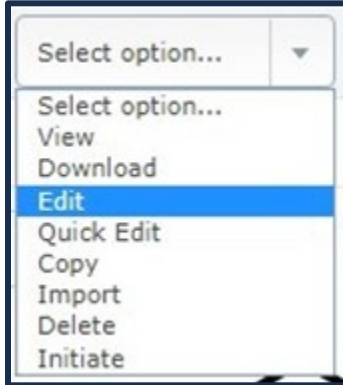
Quick Add: Saves current record and give new screen to enter more recipients.

Add Multiple: Select if needing to set up multiple (up to 15) records at once.

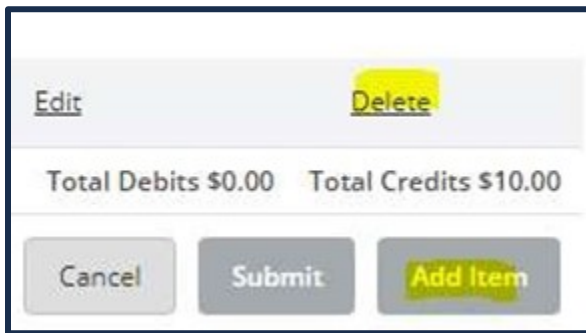
Once finished entering new recipients, *submit* twice to save information and return to original screen (*Cash Manager > ACH*). Batch will be listed as **Ready** status.

Adding, Removing & Editing Recipients/Records

Select *Edit* from drop down menu:



To delete a record, select *Delete*. To add a new record, select *Add Item*:



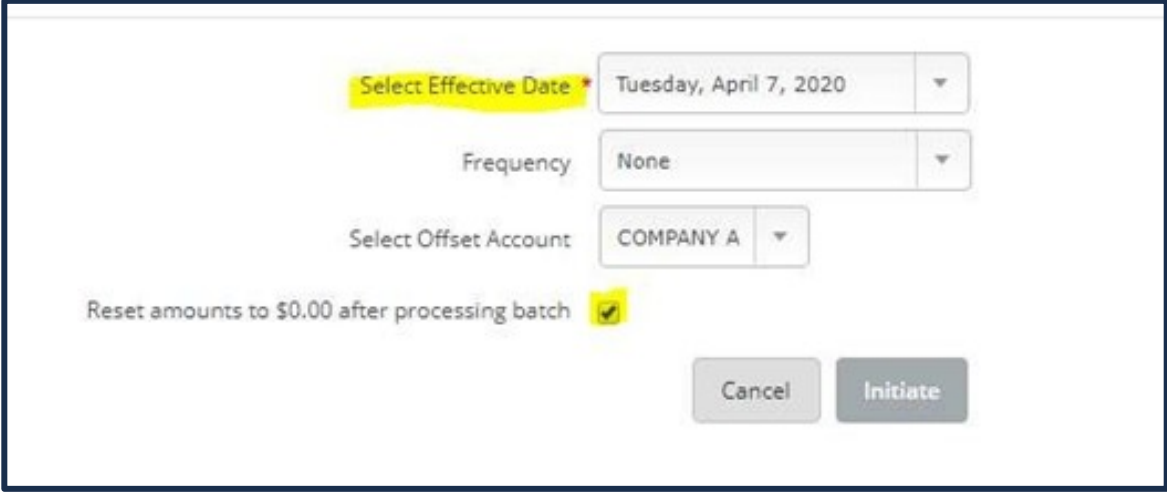
To edit the amounts only, select *Quick Edit* from drop down menu.

Transmitting an ACH batch

Once the batch is fully set up and ready to be processed, select *Initiate* from drop down menu. A final review can be done to ensure the amounts are correct.

Effective Date: If this is selected 2 business days in advance, recipients will have access to funds on date selected.

An option is given here to reset amounts to \$0 once this batch has processed.



The screenshot shows a web form for initiating an ACH batch. It includes the following fields and options:

- Select Effective Date**: A dropdown menu showing "Tuesday, April 7, 2020".
- Frequency**: A dropdown menu showing "None".
- Select Offset Account**: A dropdown menu showing "COMPANY A".
- Reset amounts to \$0.00 after processing batch**: A checkbox that is checked.
- Buttons**: "Cancel" and "Initiate" buttons.

Once options have been entered, select *Initiate*. Batch will be listed with **Initiated** status.

Important Notes

Batch will be in *Initiated* status once it has been successfully transmitted.

DO NOT DELETE a batch that is in *initiated* status, as this will prevent it from processing. Batches will remain in system ready to be re-used unless manually deleted.

Cut-off time is **4:25pm MT** for a batch to be sent on same business day. Recipients should expect to receive funds within 2 business days.

To cancel a batch that has been initiated, contact bank for details. Notice to bank must be given at least 2 business days ahead of effective date selected.