

Cash Management User

Cash Management Setup

ACH Companies

Cash Management → Setup → Company List

The ACH Companies screen is used to set up and maintain companies for ACH transactions.

NOTE: An ACH Company must be established prior to completing a transaction within the Cash Management system.

ACH Companies			
Name	Tax ID	# Batches	ACH Company Options
ABC COMM	5551115555	0	New Company

To create an ACH company:

1. Click *New Company*.
2. Enter the Name, Tax ID, and Tax Region.

NOTE: The tax region is based on the Federal Reserve Bank your financial institution processes through. If the tax region is unknown click the Help menu for a map of the regions.

3. Enter the Address information, if desired.
4. Click **Submit**.
5. Repeat steps 1 – 4 as many times as needed to enter additional ACH companies.

Create New Company			
*Name	<input type="text" value="ABC Company"/>	*TaxID	<input type="text" value="123456789"/>
Address	<input type="text" value="123 Main Street"/>		
Address	<input type="text"/>		
City	<input type="text" value="Hutchinson"/>	State	<input type="text" value="KANSAS"/>
Zip Code	<input type="text" value="67501"/>	*Tax Region	<input checked="" type="radio"/> North <input type="radio"/> South
			<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

To edit or delete an ACH company:

1. Select the company by clicking the name.
2. To maintain, update the information as needed, and then click **Submit**.
3. To delete, click **Delete**.

Edit Company			
*Name	<input type="text" value="ABC COMM"/>	*TaxID	<input type="text" value="5551115555"/>
Address	<input type="text" value="111 N MAIN ST"/>		
Address	<input type="text"/>		
City	<input type="text" value="HUTCHINSON"/>	State	<input type="text" value="KANSAS"/>
Zip Code	<input type="text" value="67501"/>	*Tax Region	<input type="radio"/> North <input checked="" type="radio"/> South
<input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>			

ACH Participants

Cash Management → Setup → Participant List

The ACH Participants screen is used to set up participants that frequently receive ACH transactions for payroll, payments, receipts, or wire transfers.

ACH Participants			
Name	ID	# Accounts	ACH Participant Options
Jane Doe	4445554444	0	New Participant
John Smith		0	

To create a new participant record:

1. Select *New Participant*.
2. Enter the Name of the participant.
3. Enter the ID and Address information, if desired.
4. Select all applicable participant types.
5. Click **Submit**.

Create New Participant			
*Name	<input type="text" value="Charles Banker"/>	ID	<input type="text" value="55555555"/>
Address	<input type="text" value="321 E. Main"/>		
Address	<input type="text"/>		
City	<input type="text" value="Hutchinson"/>	State	<input type="text" value="KANSAS"/>
Zip Code	<input type="text" value="67501"/>	*Type	<input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Receipt <input type="checkbox"/> Payment <input type="checkbox"/> Wire Transfer
			<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

To edit or delete a participant record:

1. Select the participant by clicking the name.
2. To maintain, update the information as needed, and then click **Submit**.
3. To delete, click **Delete**.

Edit Participant			
*Name	<input type="text" value="Jane Doe"/>	ID	<input type="text" value="4445554444"/>
Address	<input type="text" value="111 N. Main St."/>		
Address	<input type="text"/>		
City	<input type="text" value="Hutchinson"/>	State	<input type="text" value="KANSAS"/>
Zip Code	<input type="text" value="67501"/>	*Type	<input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Receipt <input type="checkbox"/> Payment <input type="checkbox"/> Wire Transfer
			<input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>

Adding Participant Accounts

Once a Participant has been created, an additional section, Participant Accounts, displays.

Participant Accounts			
Account	Bank	Type	Name
****3123	0	Checking	

[▶ New Account](#)

To add an account:

1. Click *New Account*.
2. Enter the account information for the displayed participant.
3. Click **Submit**.
4. Repeat steps 1 – 3 as many times as needed until all participant accounts have been added.

New Participant Account			
*Bank RTN	<input type="text" value="123456789"/>	Bank Name	<input type="text" value="DCI Education Bank"/>
*Account #	<input type="text" value="55511122"/>	Account Name	<input type="text"/>
Account Type	<input type="text" value="Checking"/>		

To edit or delete a participant account:

1. Select the account from the participant list.
2. To maintain, update the information as needed, and then click **Submit**.
3. To delete, click **Delete**.

Edit Participant Account			
*Bank RTN	<input type="text" value="812435559"/>	Bank Name	<input type="text" value="DCI eBanking Bank"/>
*Account #	<input type="text" value="111445"/>	Account Name	<input type="text"/>
Account Type	<input type="text" value="Savings"/>		

ACH Template List

Cash Management → Setup → ACH Template List

The ACH Templates screen is used to create templates that will be available when uploading a batch created outside of the Online Banking system.

NOTE: By default, a NACHA-formatted template is available within the ACH File Upload screen. It is not necessary to create that type of template.

ACH Templates		ACH Options
Name	Fixed length or Delimited	
<u>Delimited Header-footer</u>	Delimited	New Template
<u>FX no truncate</u>	Fixed	
<u>NACHA Format</u>	Fixed	

To create a new ACH template:

1. Click *New Template*.
2. Enter the Template Name, File Type, Record Length (Fixed Length file only), and Delimiting Character (Delimited file only).

NOTES:

- *Record Length* will only display if Fixed Length is selected in the *File Type* field.
 - *Delimiting Character* will only display if Delimited is selected in the *File Type* field.
3. Complete the remaining fields as needed.

Create New Template		ACH Template Options
File Information	Transaction Information	
*Template Name:	Payroll	Save Changes
*File Type:	Fixed Length	Delete Template
	Text Qualifier: None	Cancel
*Record Length:	0	
Number of Header Rows to Exclude:	0	
Number of Footer Rows to Exclude:	0	
Does the file contain multiple record types?	No	

4. If the field 'Does the file contain multiple record types?' is set to Yes, additional fields display. If No, skip to step 10.

Does the file contain multiple record types?	Yes	
*Record Type Start:	0	*End: 0
File Header value:		
*Batch Header value:		
*Transaction value:		
Addenda value:		
Batch Total value:		
File Total value:		
Padding record(s) to skip value:		

5. Complete the required fields indicated with an asterisk *. *Ex: Record Type Start and/or End, Batch Header value, and Transaction value fields.*
6. Complete the remaining fields as needed.
7. Select the Batch Information tab.

Create New Template

File Information **Batch Information** Transaction Information

ACH Batch Header Column	From Position	To Position	Miscellany
Service Class Code	<input type="text" value="0"/>	<input type="text" value="0"/>	
*Company Name	<input type="text" value="0"/>	<input type="text" value="0"/>	
Company Discretionary Data	<input type="text" value="0"/>	<input type="text" value="0"/>	
*Company Identification	<input type="text" value="0"/>	<input type="text" value="0"/>	
*Standard Entry Class Code	<input type="text" value="0"/>	<input type="text" value="0"/>	
Company Entry Description	<input type="text" value="0"/>	<input type="text" value="0"/>	
Company Descriptive Date	<input type="text" value="0"/>	<input type="text" value="0"/>	Date Format <input type="text"/>
*Effective Entry Date	<input type="text" value="0"/>	<input type="text" value="0"/>	Date Format <input type="text"/>
Settlement Date (Julian)	<input type="text" value="0"/>	<input type="text" value="0"/>	
Originator Status Code	<input type="text" value="0"/>	<input type="text" value="0"/>	
Originating DFI Identification	<input type="text" value="0"/>	<input type="text" value="0"/>	
Batch Number	<input type="text" value="0"/>	<input type="text" value="0"/>	

8. Complete the required fields indicated with an asterisk *. *Ex: Company Name, Company Identification, Standard Entry Class Code, and Effective Entry Date fields.*
9. Complete the remaining fields as needed.

10. Select the Transaction Information tab.

Create New Template

File Information Batch Information **Transaction Information**

ACH Transaction Column	From Position	To Position	Miscellany
*+Transaction Code	<input type="text" value="0"/>	<input type="text" value="0"/>	
*+Account Type	<input type="text" value="0"/>	<input type="text" value="0"/>	Checking Savings
*+Transaction Type	<input type="text" value="0"/>	<input type="text" value="0"/>	Credit Debit
*Receiving DFI Identification (Routing number)	<input type="text" value="0"/>	<input type="text" value="0"/>	
*DFI Account Number	<input type="text" value="0"/>	<input type="text" value="0"/>	
*Amount	<input type="text" value="0"/>	<input type="text" value="0"/>	Is decimal implied? (Y/N)
Check Serial Number or Identification Number	<input type="text" value="0"/>	<input type="text" value="0"/>	
*Individual Name or Receiving Company Name	<input type="text" value="0"/>	<input type="text" value="0"/>	
Discretionary Data	<input type="text" value="0"/>	<input type="text" value="0"/>	
Addenda Indicator	<input type="text" value="0"/>	<input type="text" value="0"/>	
Trace Number	<input type="text" value="0"/>	<input type="text" value="0"/>	
Addenda	<input type="text" value="0"/>	<input type="text" value="0"/>	

+ If the file does not contain an ACH transaction code, provide the account type and transaction type information.

11. Complete the required fields indicated with an asterisk *. *Ex: Transaction Code, Account Type, Transaction Type, Receiving DFI Identification, DFI Account Number, and Amount fields.*
12. Complete the remaining fields as needed.
13. Click *Save Changes*.