

FACT SHEET FOR NEW UPDATES

---

# ACH Manager

---



# Table of Contents

<b>About ACH Manager</b> .....	<b>3</b>
New Navigation and User Experience .....	3
<b>Enhancements</b> .....	<b>4</b>
Limits for Same Day ACH .....	4
Mapping Non-NACHA Files.....	4
Additional Reporting .....	4
ACH Transfer Management.....	4
Approving ACH Template.....	5
<b>New Function:</b> .....	<b>5</b>
Notification of Change/Return .....	5
Save as Template .....	5
Exception Items .....	6

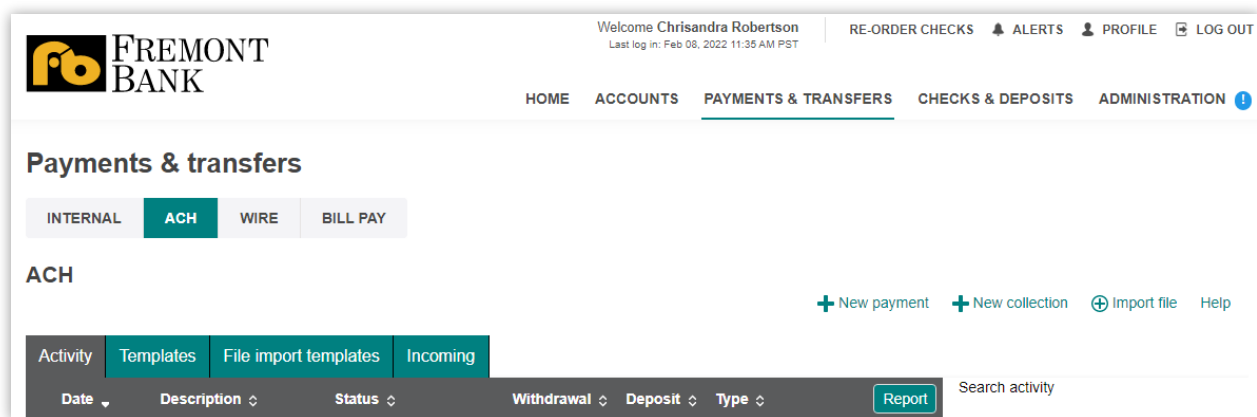
## About ACH Manager

The updated ACH Manager introduces a new user interface that improves usability, responsiveness, and device independence. The redesigned ACH Manager User Interface provides users with access to more information from a single page and interactive search and filter capabilities to aid in finding the information needed, faster.

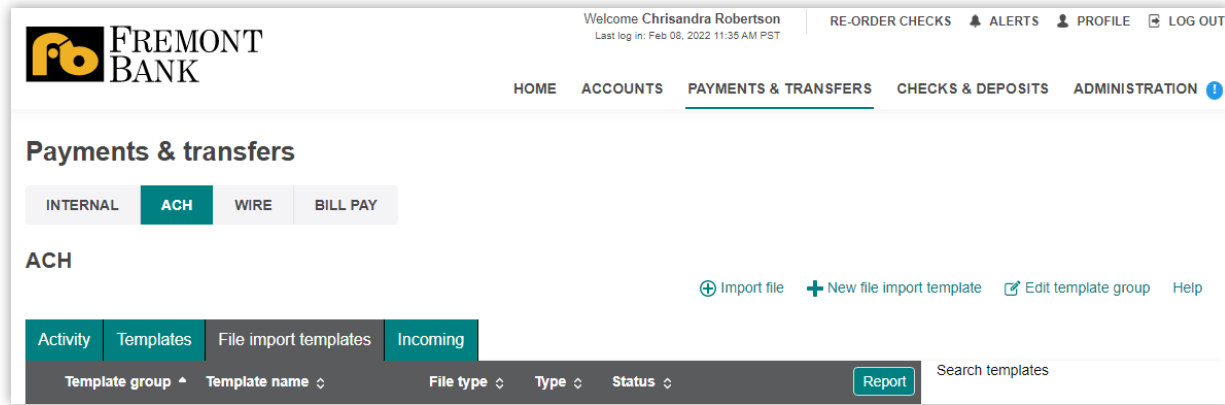
### New Navigation and User Experience

From the Business Online Banking home page users can select 'Payments and Transfers' to view the new ACH Manager screen. Depending up on the user access rights, they can view sub menu options: Activity, Templates, File Import Templates, and NOC/Returns.

- Under the Activity tab, users can quickly view the most recent transfers and employ a variety of tools, including 'Search,' expand and collapse functions and sort, to easily find a transfer or set of transfers.
- Depending on the user access rights, users can quickly initiate payments or collection requests through "+New Payment" and "+New Collection"
- When users click on + **New Payment** or +**New Collection** the transfer page is divided into three sections: Transfer Overview, Pay from, and Pay to.
  - By clicking or tapping on the **Show Details** button, users can edit additional fields such as Identification, Name, Discretionary data, and Payment information.
  - For transfers that contain multiple rows of information, users can click or tap on the **Show Filter** button and then sort the results by fields such as Account, Amount, Identification, and Name.



- The File import templates tab allows users to quickly import templates. Users can click + **New File Import Template** to establish a new import template for NACHA and Non-NACHA files.



## Enhancements

### Limits for Same Day ACH

- Same Day ACH limit has increased **from \$25,000 to \$100,000** per item.

### Mapping Non-NACHA Files

- Users have a simplified process for importing Non-NACHA file by combining steps.
- Users are displayed automatically 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).
- As users define each column in the File format section, a mapping preview is displayed to show how the system maps each piece of data.

### Additional Reporting

- Users can quickly generate PDF or CSV based reports for templates and transfers by clicking the Report button.
- Users can generate a report from both 'Activity' and 'Templates' sections by clicking the 'Report' button. Users can further customize their report by filtering and sorting the data according to their preference before downloading the report.

### ACH Transfer Management

Users have the ability to edit, copy, reverse, or delete a payment or collection in fewer steps for transfers that have completed or are pending. From the main Activity tab, users can click or tap Edit, Copy, or Delete for the transfer that they want to change.

## Approving ACH Template

Users with approval access can now approve ACH templates exclusively via the Administration tab.

## New Function:

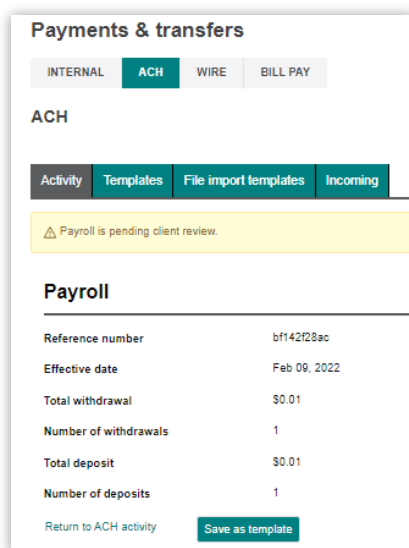
Below are three main changes:

- Notification of Change/Return
- Save as Template
- Viewing of Exceptions Items

## Notification of Change/Return

A new NOC/Returns tab is now present in ACH Manager. This tab provides users the ability to view any notifications of change (NOC) and Returns. Users benefit from this enhancement by having a consistent and quicker delivery of NOC information that allows them to respond to and make changes sooner. With the NOC/Returns tab can:

- Identify the entry that the beneficiary bank would have received.
- Pinpoint the specific information on that entry that is incorrect.
- Present the correct information in a precise format so the user who initiated the payments/collections can make the change.



## Save as Template

When users submit a transfer for review, the system displays the transfer confirmation page where users have the option to save the transfer as a template by clicking the **Save as a template** button, thus making it easier for you to establish a new template. Like any template, this would need to be approved before using it again.

## Exception Items

Users are displayed with an Exceptions page when the user imports a Non-NACHA file and the data in the file is missing. Once the user fix the exceptions and click **Continue**, the system continues with the import process.

### Payments & transfers

INTERNAL **ACH** WIRE BILL PAY

#### ACH

Print Help

Activity **Templates** File import templates Incoming

New file Import template

#### Exceptions - 2

Row	Exception reason
1	Invalid Routing transit,Amount
2	Invalid Routing transit,Amount

**Row 1** [X Delete row](#)

**Name \*** BOB test\_Review1 **Identification** XXXXX4567 **Routing transit \***

Routing transit is required.

**Account number \*** eCorp Test Compa **Amount \***

Amount is required.

**Row 2** [X Delete row](#)

**Name \*** BOB test\_Review2 **Identification** XXXXX4567 **Routing transit \***

Routing transit is required.

**Account number \*** eCorp Test Compa **Amount \***

Amount is required.

**Continue** **Cancel**