



ACH Manager Upgrade Guide

Connect With Us

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We have redesigned the ACH user experience within Business Online Banking. Our goal is to provide you with an enhanced look and feel, and more intuitive experience across all devices to create a cohesive look with our recent Business Online Banking upgrade.

The screenshot displays the 'Activity' tab in Business Online Banking. The main area contains a table of transactions with columns for Date, Description, Status, Withdrawal, Deposit, and Type. Each row includes 'Copy', 'Edit', and 'Delete' buttons. A 'Report' button is located at the top right of the table. To the right of the table is a 'Search activity' sidebar with filters for Date, Type, Amount, Tax identification number, Description, Reference number, Priority, and Status. A search bar and 'Clear search' button are at the bottom of the sidebar. A note indicates that an asterisk (*) denotes a required field.

Date	Description	Status	Withdrawal	Deposit	Type	Report
Oct 17, 20XX	IAT Non NACHA 0507	Saved	451.25	884.62	Payment	Copy Edit Delete
Oct 17, 20XX	PPD Payment 0226	Recurring Entry	108.08	101.08	Collection	Copy Edit Delete
Oct 17, 20XX	CCD Debit 1017	Pending Origination	217.77	211.17	Collection	Copy Edit Delete
Oct 14, 20XX	CCD Debit 1014	Pending Origination	314.25	324.25	Collection	Copy Edit Delete
Oct 13, 20XX	CCD Debit 1013	Pending Origination	213.63	213.63	Collection	Copy Edit Delete
Oct 12, 20XX	CCD Debit 1012	File not originated: Duplicate Check Failed	112.12	112.12	Collection	Copy Edit Delete
Oct 12, 20XX	CCD Debit 1012	Pending Origination	212.14	212.14	Collection	Copy Edit Delete
Oct 12, 20XX	Warehousing 3040	Recurring Entry	129.09	229.09	Payment	Copy Edit Delete
Oct 11, 20XX	CCD Debit 1011	Pending Origination	211.01	211.01	Collection	Copy Edit Delete
Oct 10, 20XX	CCD Debit 1010	Pending Origination	210.77	210.77	Collection	Copy Edit Delete
Oct 10, 20XX	IAT Recurring Payment	Recurring Entry	106.30	106.30	Payment	Copy Edit Delete
Oct 07, 20XX	CCD Debit 1007	Pending Origination	207.50	207.50	Collection	Copy Edit Delete
Oct 06, 20XX	CCD Debit 1006	Pending Origination	206.55	206.55	Collection	Copy Edit Delete
Oct 05, 20XX	Warehousing 3041	Processed	129.98	129.98	Payment	
Oct 05, 20XX	CCD Debit 1007	Processed	205.05	205.05	Collection	
Oct 04, 20XX	CCD Debit 1008	Processed	204.04	204.04	Collection	

Activity

The **Activity** tab provides you with a quick view of your transfers. You can utilize a variety of tools such as search criteria and sorting to aid you in quickly finding a specific transfer or set of transfers.

This close-up view shows the first two rows of the Activity table. The first row is for a PPD Payment 0226 on Oct 27, 20XX, with a status of 'Recurring Entry', a withdrawal of 129.90, and a deposit of 800.00. The second row is for a CCD Debit 1017 on Oct 27, 20XX, with a status of 'Processed', a withdrawal of 290.12, and a deposit of 750.00. Both rows include 'Copy', 'Edit', and 'Delete' buttons.

Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy Edit Delete
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment	

Expand and Collapse Transfer Details

You can click or tap next to any transfer to see additional details about the transfer (for example, the **Reference number**, **Payment type**, **Issued by**, **Issued date**, and **Item count**). Simply click or tap to collapse the row.

Activity	Templates	File import templates	Incoming	+ New payment + New collection ⊕ Import file Help			
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report	
▲ Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy Edit Delete	
Reference number: cc24b82a6c Payment type: Company - CCD Issued by: Bank Admin on behalf of John Adams Issued date: Oct 27, 20XX 01:22:57 PM Item count: 4							
▼ Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

Load More Search Results

The system initially retrieves up to twenty transfers at a time. You can add more results by clicking or tapping on **More ACH Activity** at the bottom of the page.

More ACH activity

Sort

You can sort the list of transfers by clicking or tapping next to any column heading (for example, **Date**, **Description**, **Status**, **Withdrawal**, **Deposit**, or **Type**) to sort by the respective category.

Search Activity

The Search activity section enables you to refine your search by defining key search terms such as: **Date**, **Type**, **Amount**, **Tax identification number**, **Description**, **Reference number**, **Priority**, and **Status**. The search options that display are dependent upon the task that you want to accomplish (for example, establishing a transfer or establishing a template).

Search activity

Date
Current business day

Type
All payments

Amount
1000.00-2000.00
Example: 40 or 10.00-50.00

Tax identification number
All

Description

Reference number

Priority
All

Status
All

* Indicates required field

New Transfers

All ACH transfers are conveniently grouped into two categories: payments and collections. Within each category you can access all types of ACH transfers (for example payroll, prearrange payments). From the main ACH Manager starting page you can click on [+ New payment](#) or [+ New collection](#) to establish a new ACH transfer.

Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	Import file	Help
Date	Description	Status	Withdrawal	Deposit	Type	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

When you click on either option, the system displays a New payments or New collections box from which you can specify the type of ACH transfer from the **Type** drop-down list and click **Continue**.

New collection

Type *

* Indicates required field

Copy Transfers

If you have an existing transfer that you would like to reuse, you can simply locate the desired transfer and then click the **Copy** button. The system then displays an edit page for the transfer that you copied. You can then make any changes as needed and rename the transfer. The system retains the original transfer and the newly copied transfer.



Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	+ Import file	Help
Date	Description	Status	Withdrawal	Deposit	Type	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

Edit Transfers

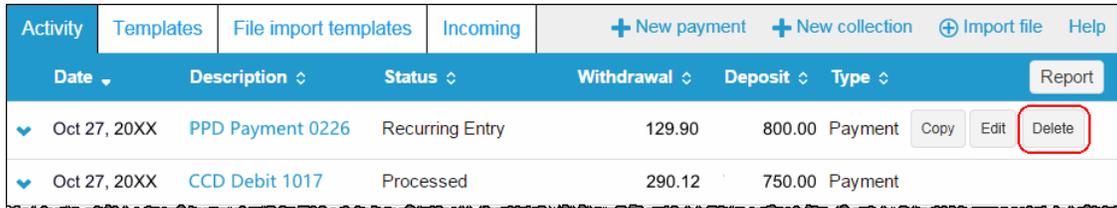
Your ability to edit a payment or collection is easier than ever for transfers that have not completed processing. From the main **Activity** tab, you can click or tap the **Edit** button for the transfer that you want to edit. Previously, you had to inquire on a specific transfer before you could perform any maintenance.



Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	+ Import file	Help
Date	Description	Status	Withdrawal	Deposit	Type	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

Delete Transfers

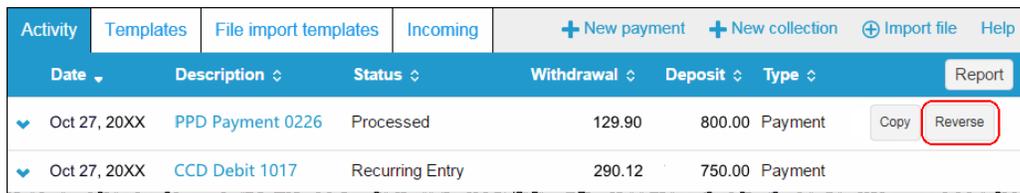
From the main **Activity** tab, you can click or tap **Delete** for the transfer that you want to delete. The system then displays a transfer overview page. From the transfer overview page, you can click or tap **Delete ACH** and the system completes the deletion process.



Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	⊕ Import file	Help
Date	Description	Status	Withdrawal	Deposit	Type	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy Edit Delete	
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

Reverse Transfers

From the main **Activity** tab, you can click or tap **Reverse** for a transfer that has a Status of **Processed**, the **Effective date** is within five business days, and the **ACH Type** is not a **Reversal**. The system then displays a transfer overview page. From the transfer overview page, you can click or tap the **No** switch below the **Reverse** column in the Pay to section for the transfer that you want to reverse and then click or tap the **Reverse ACH** button.

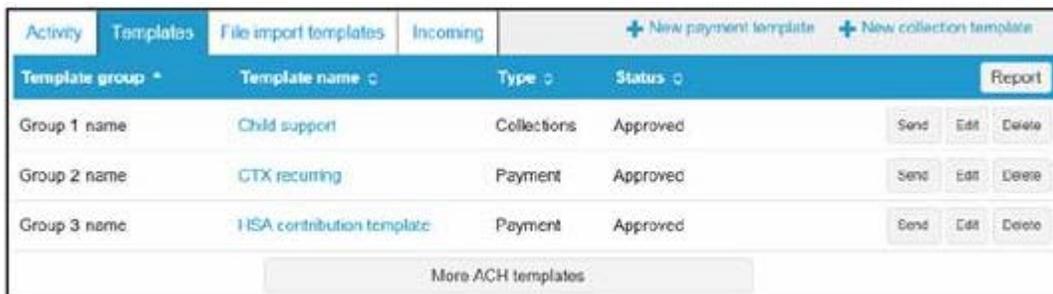


Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	⊕ Import file	Help
Date	Description	Status	Withdrawal	Deposit	Type	Report	
Oct 27, 20XX	PPD Payment 0226	Processed	129.90	800.00	Payment	Copy Reverse	
Oct 27, 20XX	CCD Debit 1017	Recurring Entry	290.12	750.00	Payment		

Templates

When you submit a transfer for review, the system displays the transfer confirmation page where you 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 and reuse content for future transfers.

From the **Template** menu, you can click on **+ New payment template** or **+ New collection template** to establish a new template. In addition, you can edit or delete existing templates, and process transfers using an existing template.



Activity	Templates	File import templates	Incoming	+ New payment template	+ New collection template
Template group *	Template name	Type	Status	Report	
Group 1 name	Child support	Collections	Approved	Send Edit Delete	
Group 2 name	CTX recurring	Payment	Approved	Send Edit Delete	
Group 3 name	HSA contribution template	Payment	Approved	Send Edit Delete	
More ACH templates					

The new template list provides you more options from a single page.

Template Details

You can click **v** to view details about a template, such as **Company name**, **Payment type**, **Amount range**, **Created by**, and **Approved by**.

Template group	Template name	Type	Status	Report
Group 1 name	Child support	Collections	Approved	Send Edit Delete
Company name: WASHINGTON ELECT Payment type: Child support agency - CCD Amount range: \$2,000.00 - \$2,500.00 Created by: USER 1 Approved by: USER 2				
Group 2 name	CTX recurring	Payment	Approved	Send Edit Delete

Click **v** to view details about a template.

New Transfers from a Template

The template feature helps you save time by enabling you to establish transfer specifications ahead of time that you can use and reuse. You can use a template to establish a new transfer by clicking the **Send** button for the specified template.

[Template Name]		
Description	Tax identification number	
Payroll	Washington Orchards[xxxx4500]	
Effective date*	Amount range	
10/02/20XX <input type="button" value="SELECT"/>	<input type="checkbox"/> Same day <input type="checkbox"/> Repeat	
Type	Total withdrawal	Total deposit
Payment (Payroll - PPD)	\$2,125.45	\$1,636.83
Batch		
Name	Company	Company description
	[xxxxxxxx]	Agriculture

Click the **Send** button to begin establishing a new transfer from a template.

File Import Templates

The File import templates tab allows you to quickly access your import templates. You can click **v** to view the **Company name**, **Payment/Collection type**, **Created by**, and **Approved by** information for a specific import template. You can click on the **Template name** hyperlink to inquire on the import template.

Activity	Templates	File import templates	Incoming	Import file	New file import template	Help
Template group	Template name	File type	Type	Status	Report	
▼ A new group	Child support	NACHA	Payment	Approved	Send Edit Delete	
Company name: Washington Orchards Payment type: Child support agency - CCD Created by: John Adams Approved by: No Approval Required						
▼ A new group	CTX recurring	Non NACHA	Payment	N/A	Send Edit Delete	

Accessing your File import templates are easier than ever when you use the File import tab

You can click **+ New file import template** to establish a new import template for NACHA and Non-NACHA files. Once you specify the type of file, you can define all the required fields for establishing the import template.

Activity Templates File import templates Incoming Help

New file import template

Import type NACHA Non-NACHA

Activity Templates File import templates Incoming Help

New file import template

Template name	Tax identification number	Template group
Monthly Payment	WashingtonOrch (xxxxxx4500)	Child Support
Type	From amount	To amount
Child support agency - CCD	\$5,000.00	\$10,000.00

User access All current and future users Specific users

Deleted all

Thomas Jefferson James Monroe John Tyler

Save Cancel

Click + New file import template to establish new import templates.