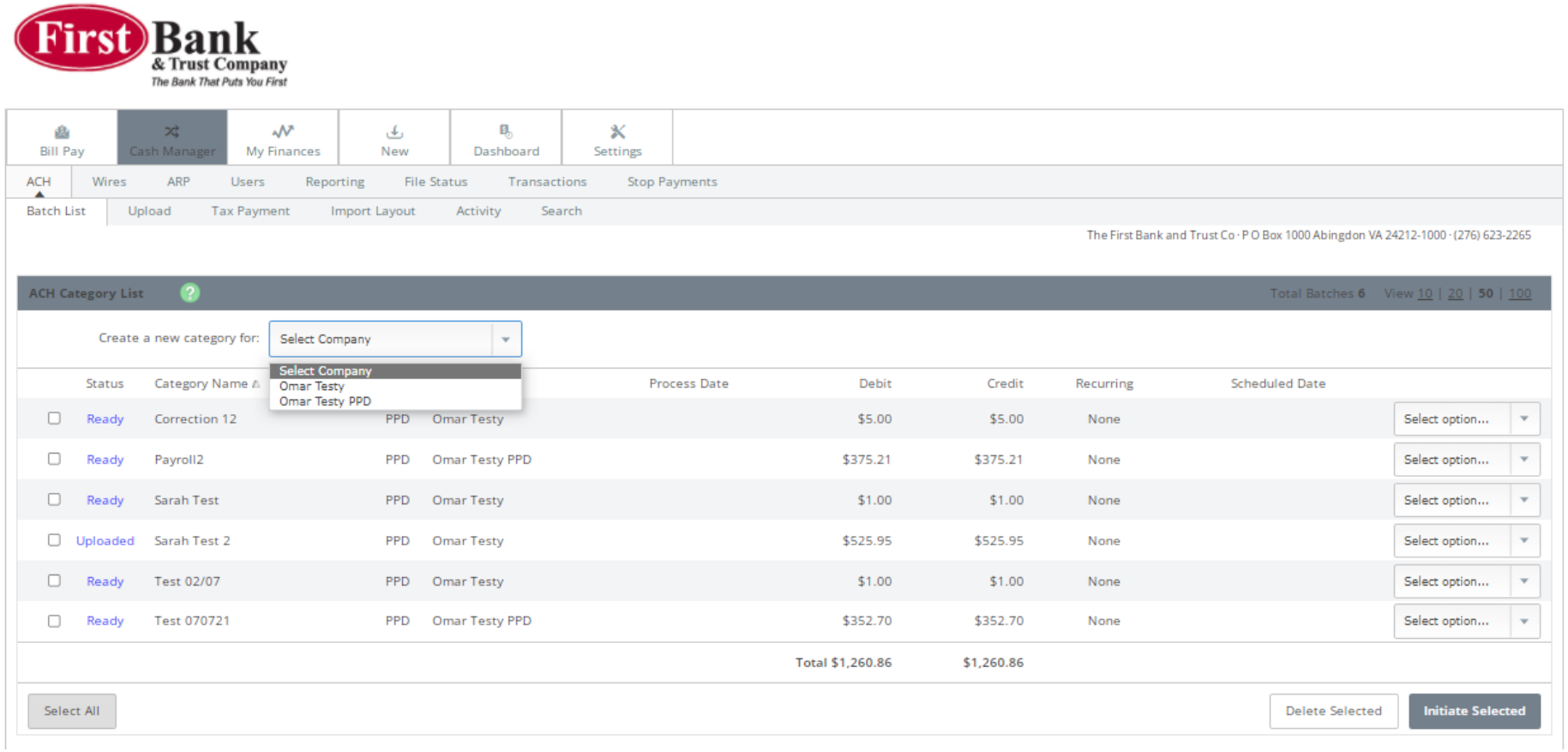
# ACH Keying Manual Entries

Keying Manual Entries
Keying Reversals
Dual Control
Sending a Secure Message

# ACH: Keying Manual Entries

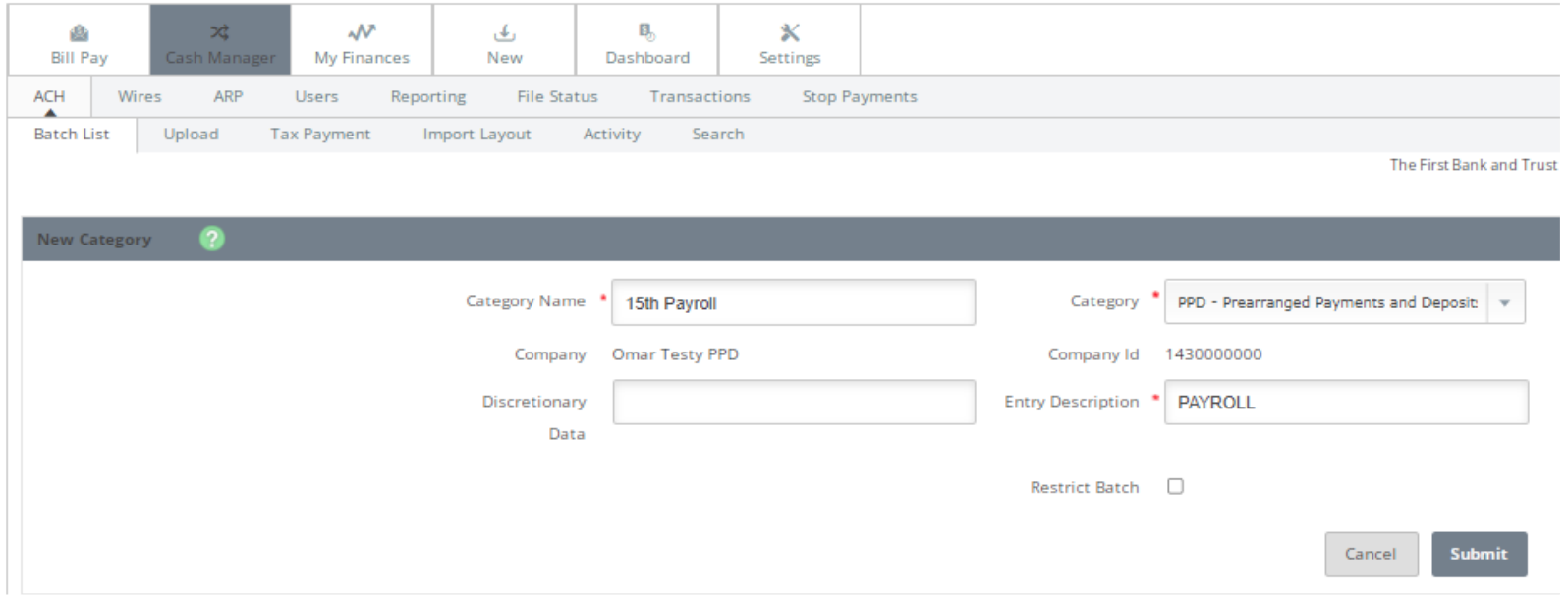
- Click "Cash Manager" (from main dashboard)
- Select your company name from the "Select Company" dropdown box



# ACH: Keying Manual Entries

****If you need to key a reversal, the Entry Description/Discretionary Data fields should be REVERSAL (in all caps)**

- Enter Category Name – This is informational and is for your reference as to what the file is for
- The Category should be marked PPD – Prearranged Payments and Deposits
- The Discretionary Data and Entry Description fields are already pre-filled based on what we have set up on our system. These can be changed by the customer or the default fields by Back Office, if needed.
- Click Submit




- The Entry Description field is a description of the transaction and will show on the receiver's bank statement.
- The Discretionary Data field is an optional field used to describe the batch and is for internal accounting purposes only.

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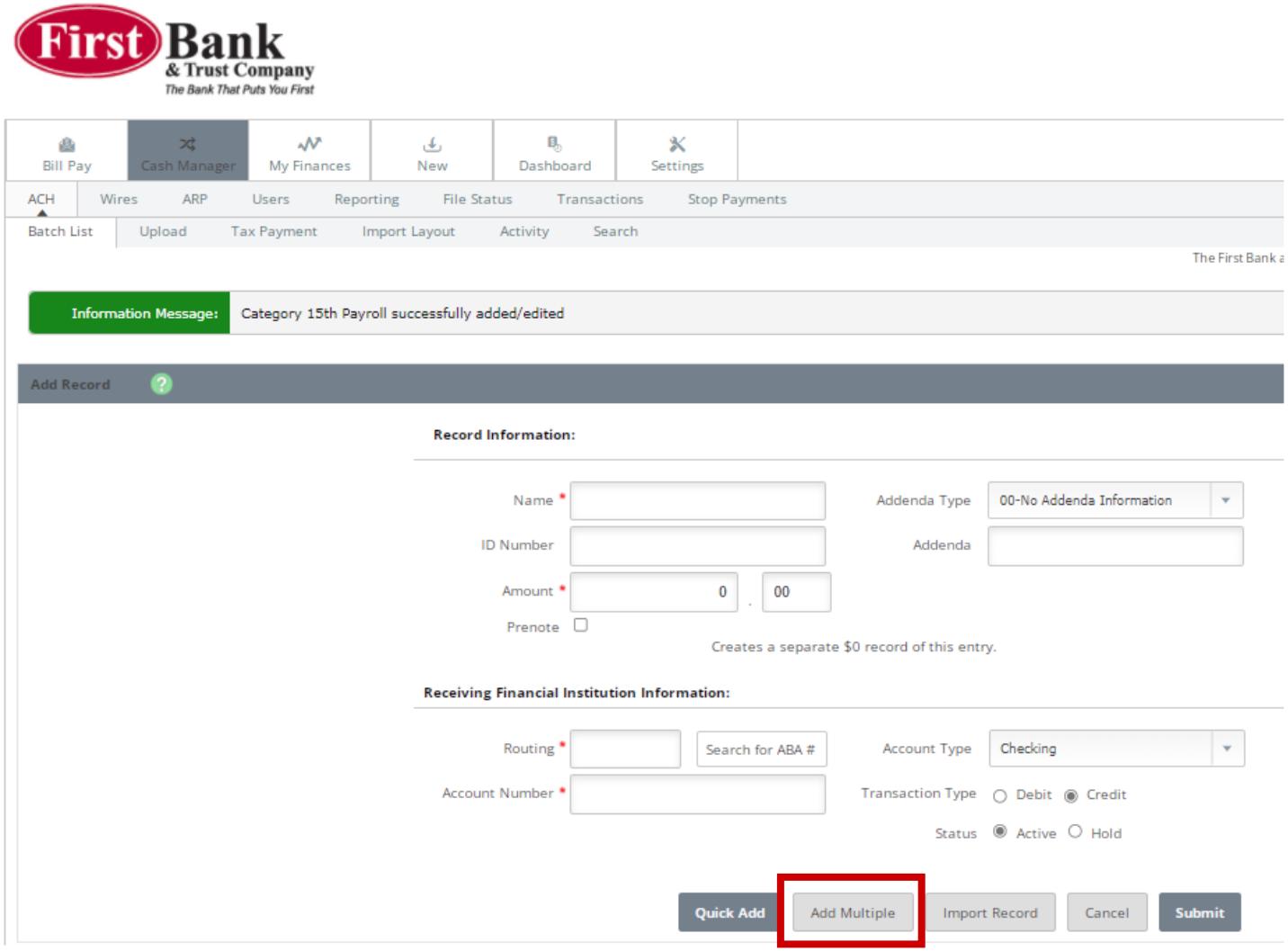
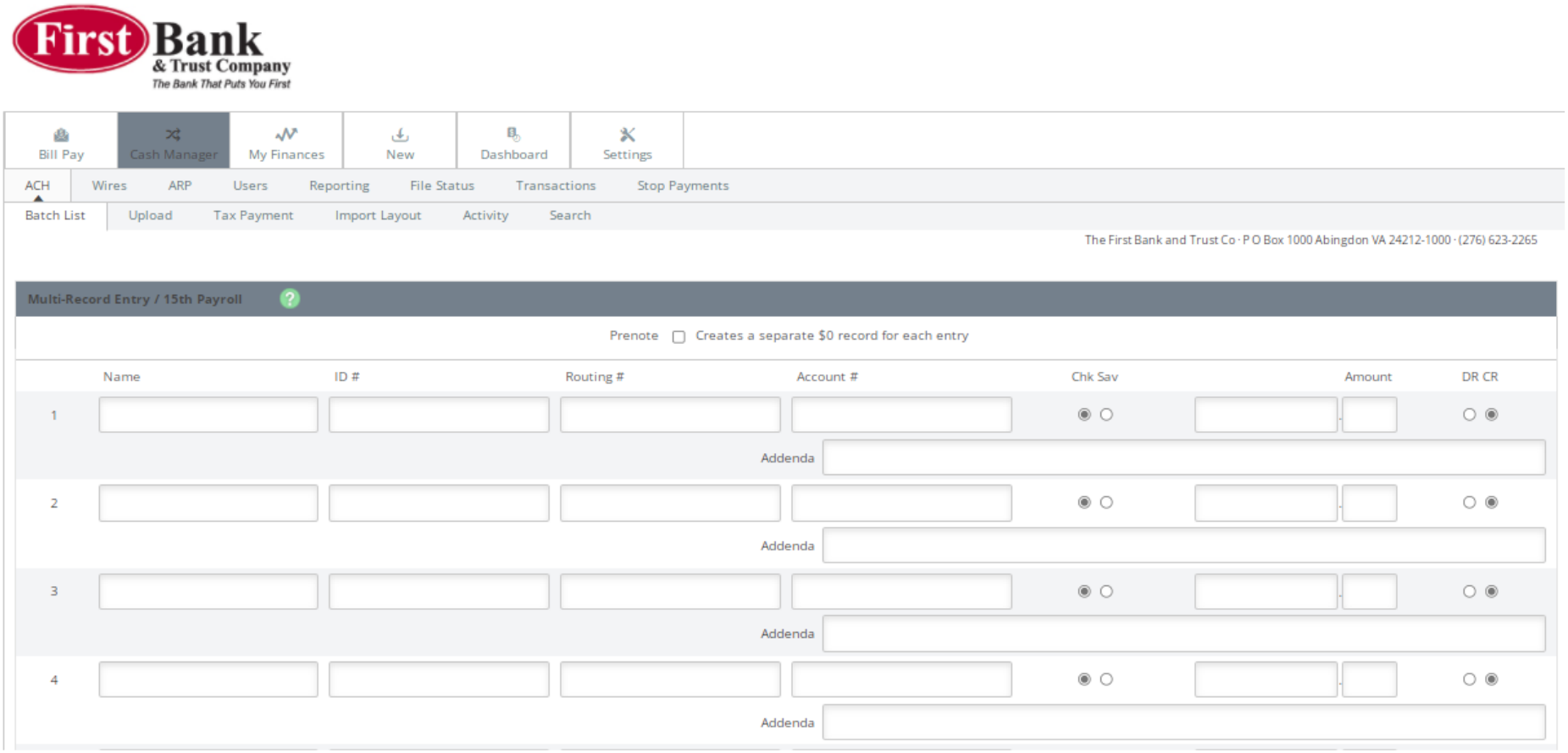



Click "Add Multiple" at the bottom of the screen

# ACH: Keying Manual Entries

Enter the information for the record(s) that need to be added for each entry:

- Name
- ID # (if applicable)
- Routing #
- Account #
- Account Type
- Dollar Amount
- Debit or Credit



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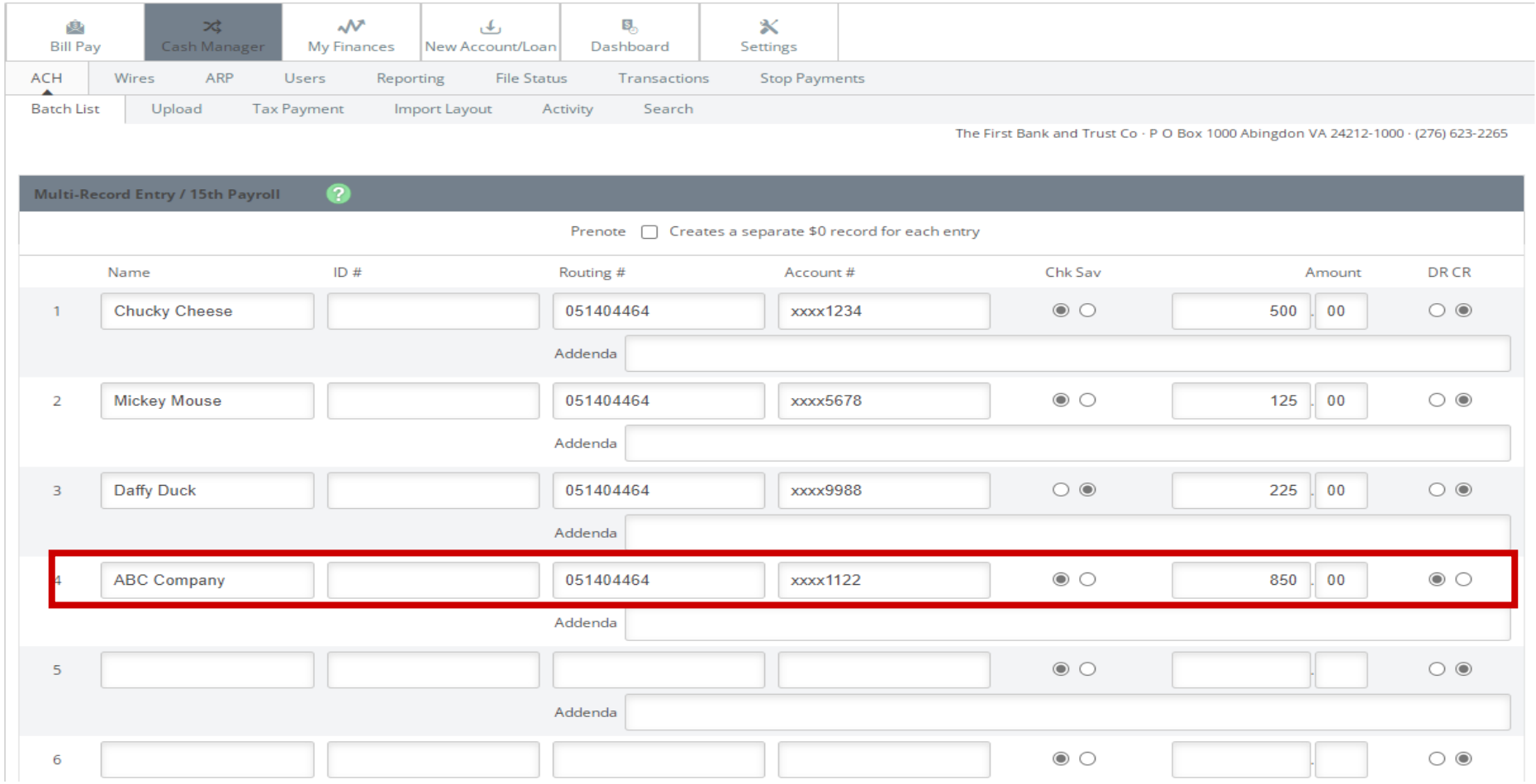


The last entry should be the offsetting entry which will be your company information. The opposite DR/CR bubble will be marked based on what each record entry was for. So, if all records were credits (CR), the offsetting entry would be a debit (DR). The amount of this record will be the total of the file.

Once all entries are keyed, click "Submit" at the bottom of the screen.

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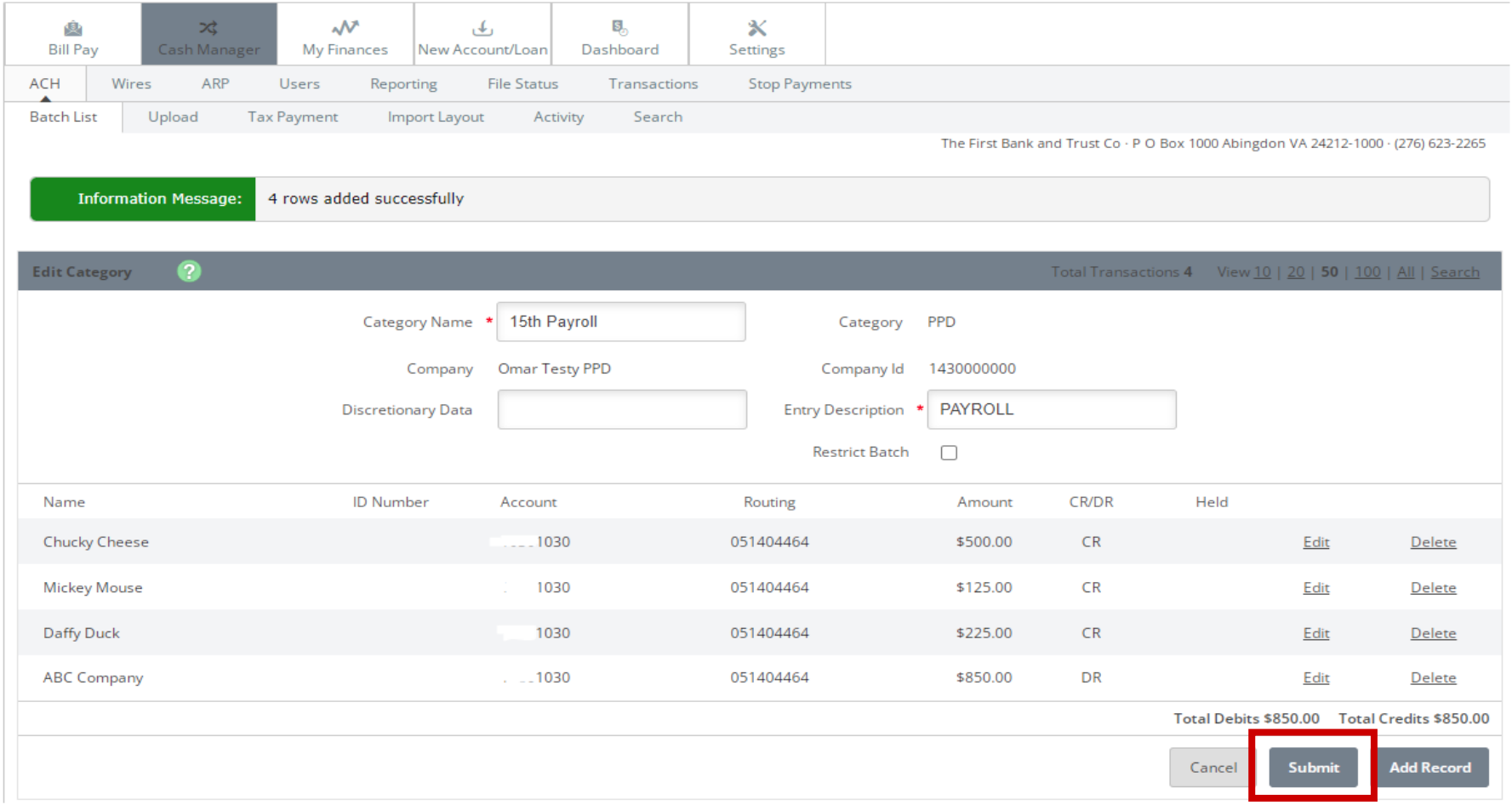
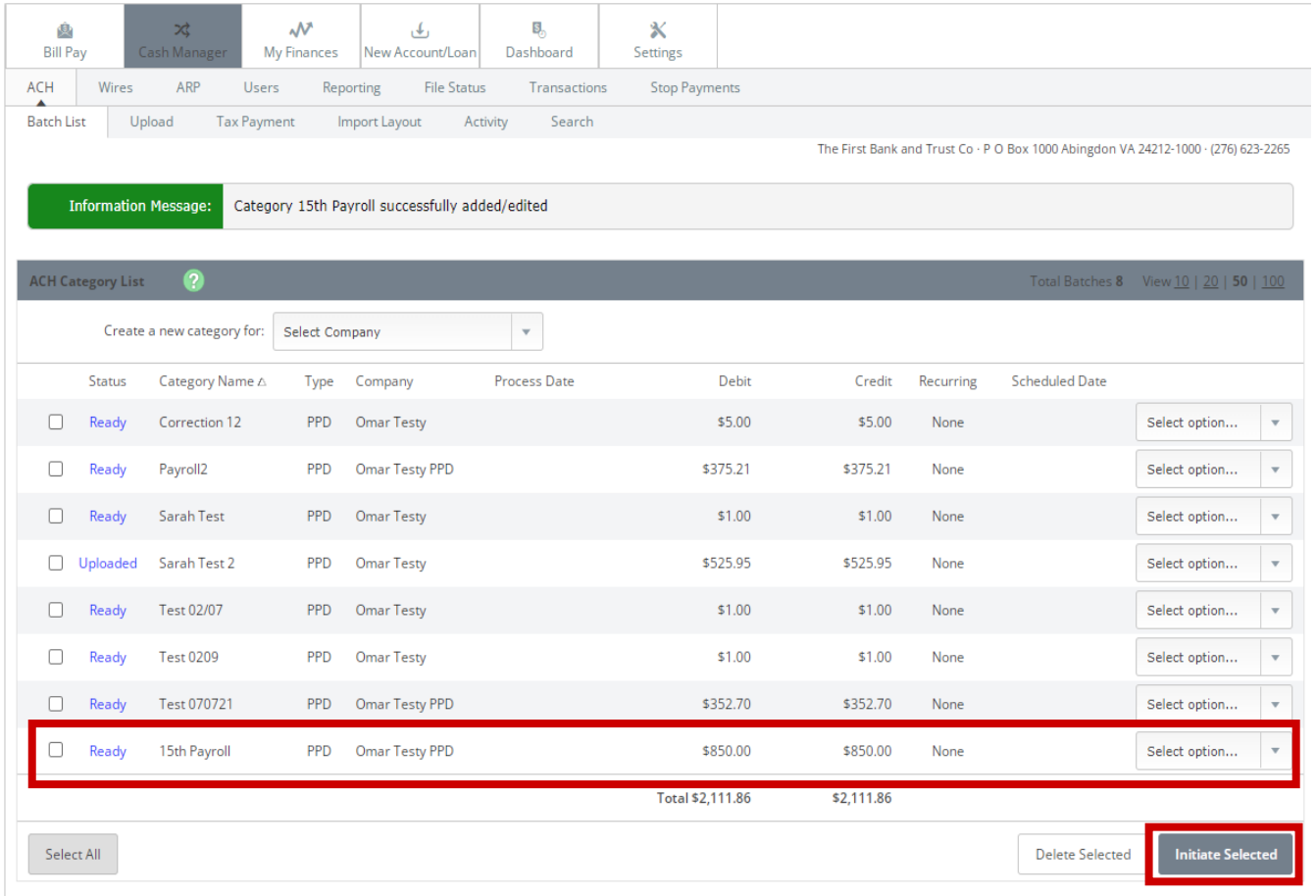
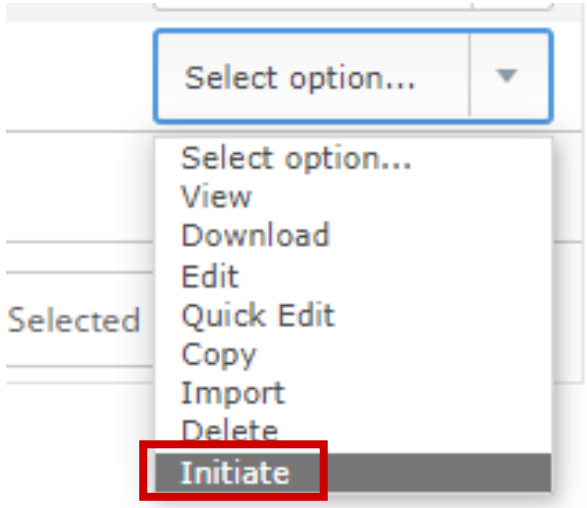



You will see a list of all rows that were added. Verify the information is correct and click "Submit" again.

# ACH: Keying Manual Entries

You will be taken back to the ACH Batch List where you can then initiate the file. If the dollar amounts are in red the file is out of balance and you will need to verify that the offsetting entry has been keyed and the credit and debit totals match and are in black.

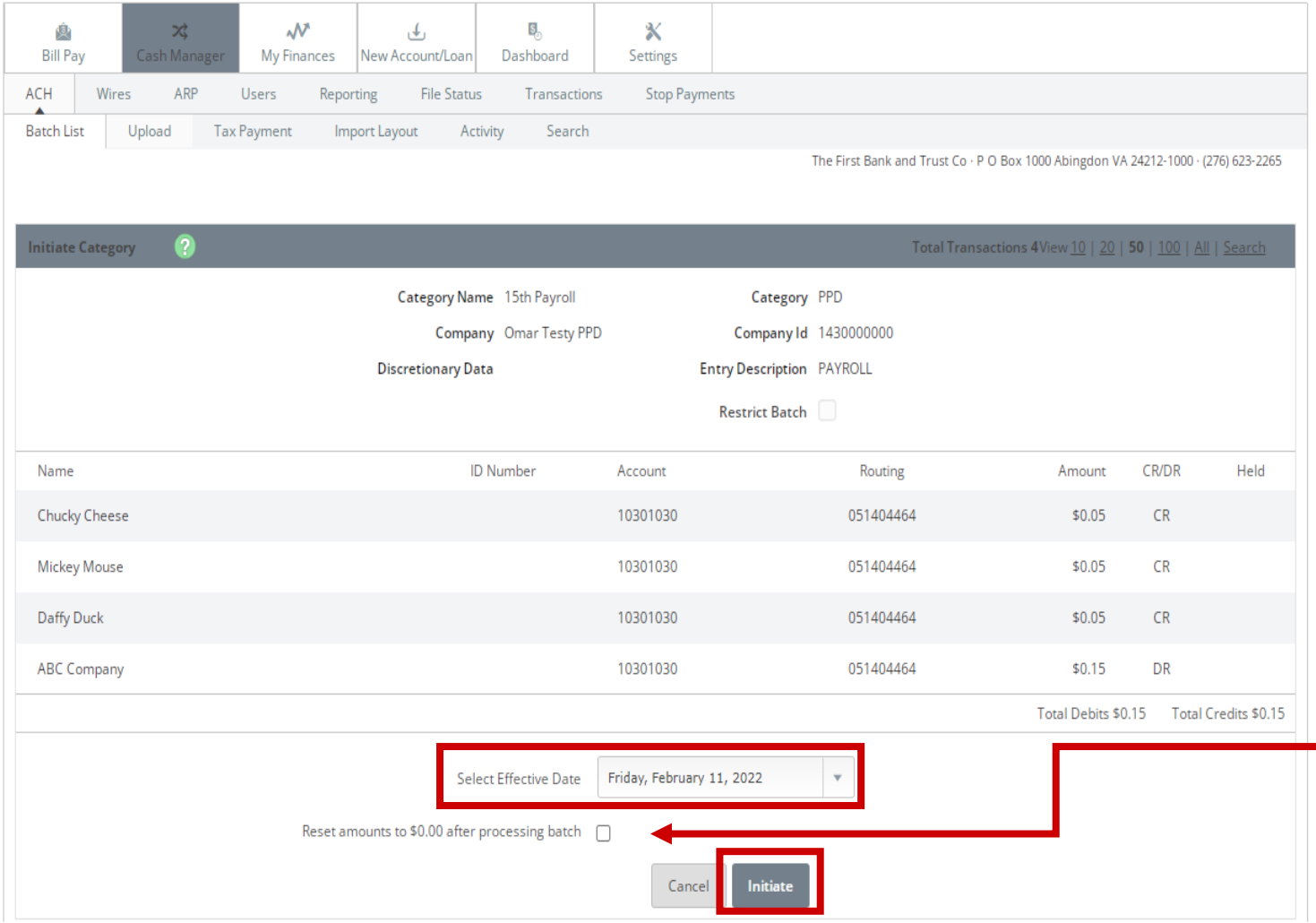



Select "Initiate" from the dropdown menu

Multiple files can be initiated by selecting each batch and clicking "Initiate Selected".
** If initiating multiple files the effective date has to be the same

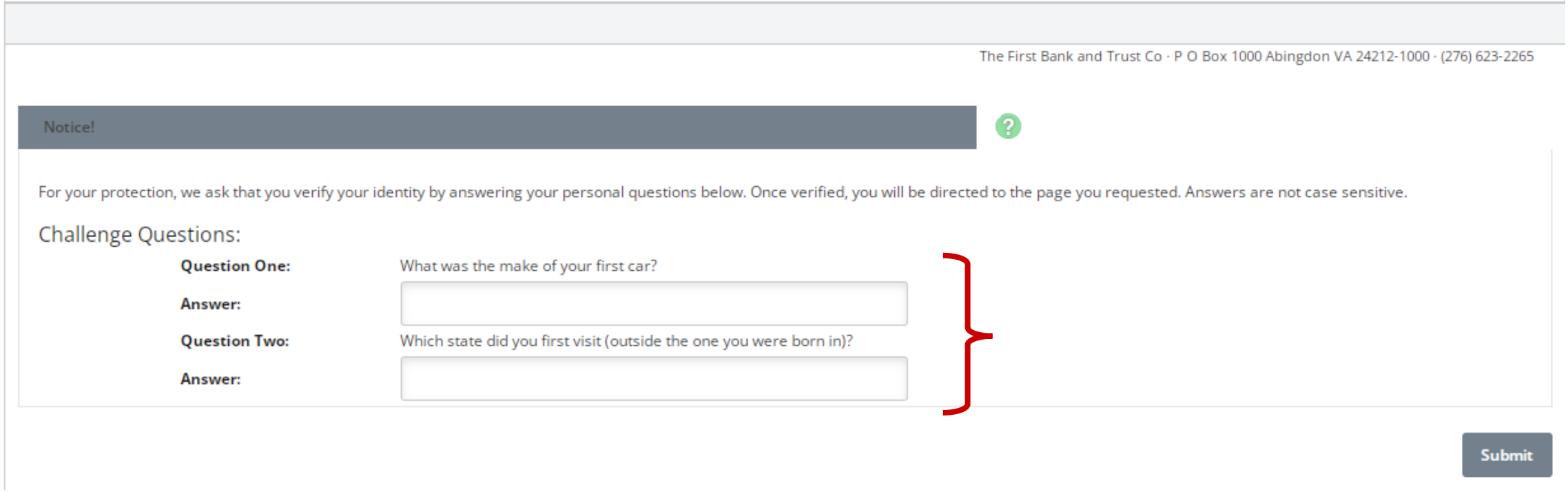
# ACH: Keying Manual Entries




- On the Initiate screen, verify the information is correct, Select the Effective Date, and then click Initiate.
  - If you are issuing **Credits** (i.e. Payroll), the file should be initiated **2 business days prior to the Effective Date** by the 3:00pm cutoff.
  - If you are processing a **Debit file** (i.e. Rent Payments), the file should be initiated **1 business day prior to the Effective Date** by the 3:00pm cutoff.
- If you mark "Reset amounts to $0.00 after processing batch", the dollar amounts will change to $0.00 after the file is processed but keep all other file information as a template.
- Lastly, click "Initiate"

# ACH: Keying Manual Entries

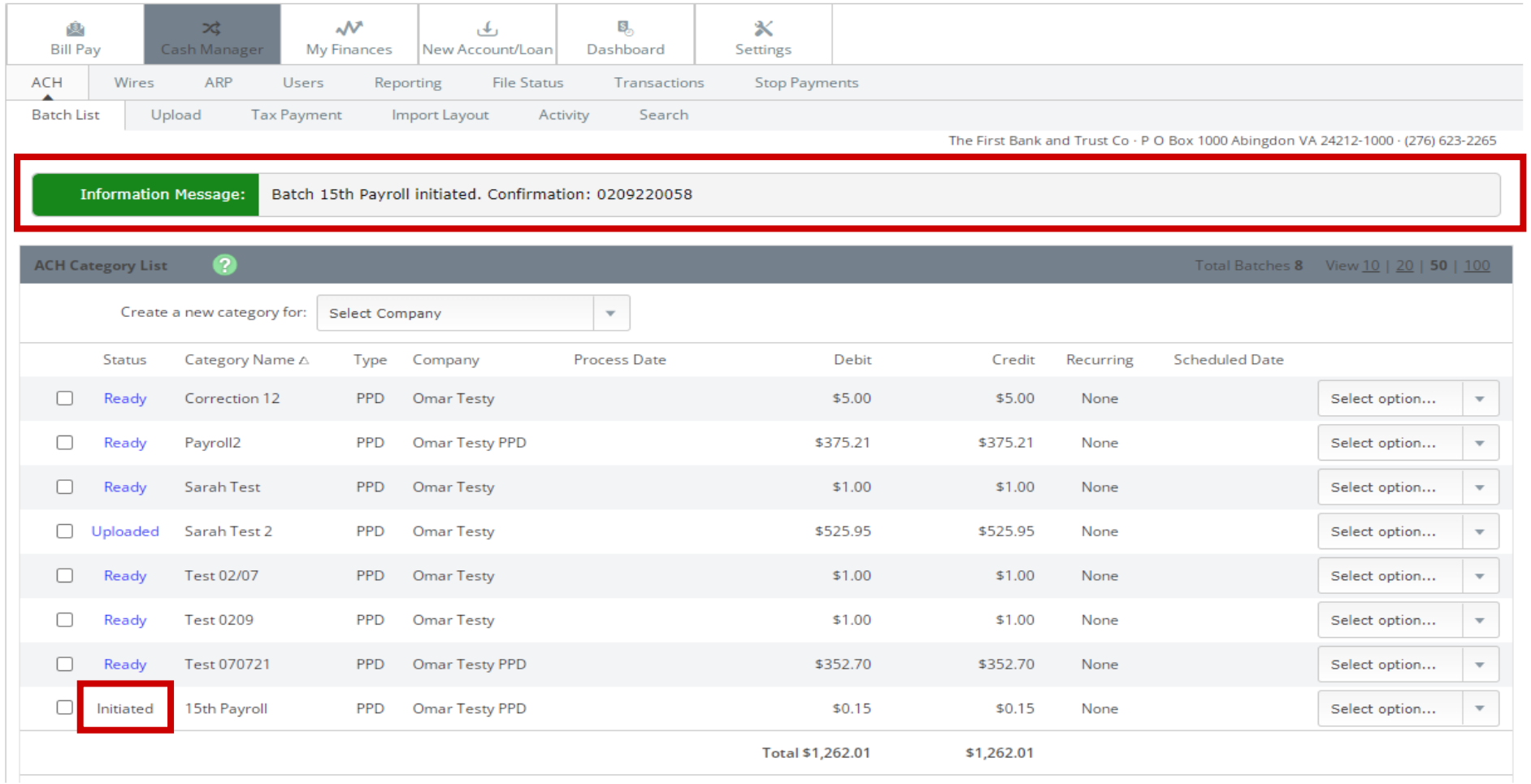
Each user will establish security questions during setup and will be prompted to answer security questions before receiving the confirmation message that the file was initiated.



# ACH: Keying Manual Entries

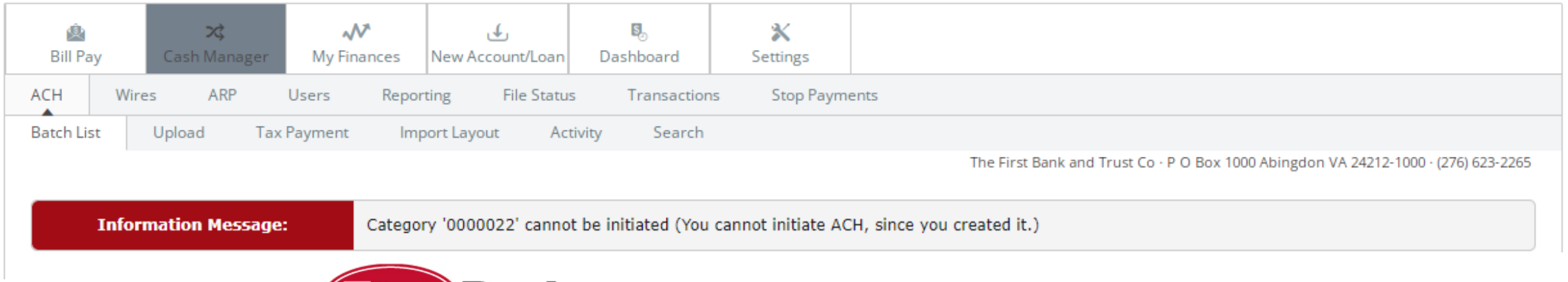
Once initiated you will see the Information Message display across the top of the screen providing the confirmation number.

The Batch status will show as “Initiated”.

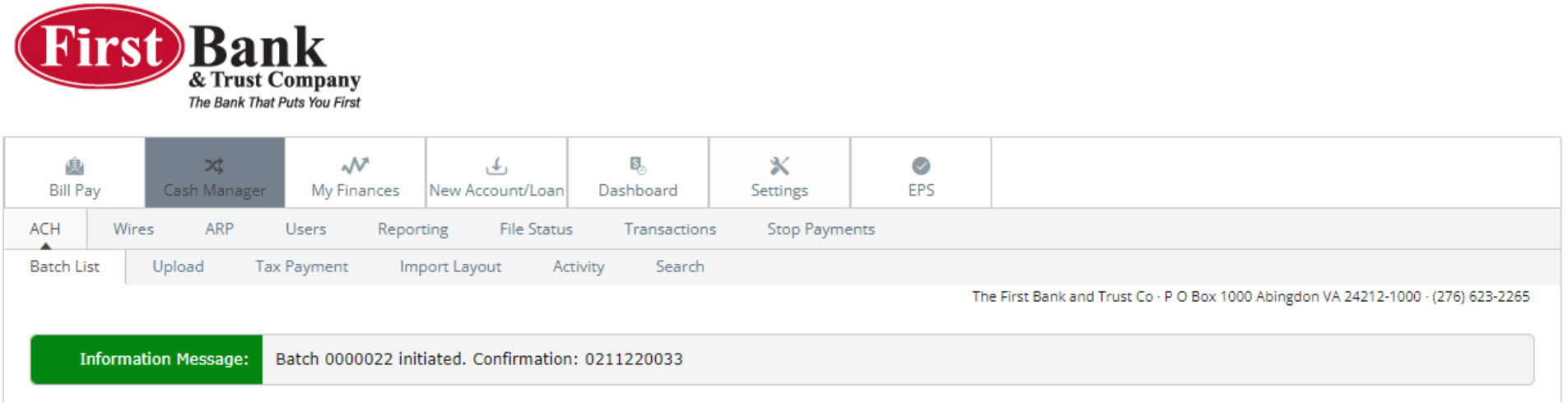


# ACH: Dual Control Keying Manual Entries

If dual control is turned on for a user and that user keys up the manual ACH batch, the system will require a second person to initiate the file.




The second person will need to sign in and initiate the batch to receive the confirmation #.



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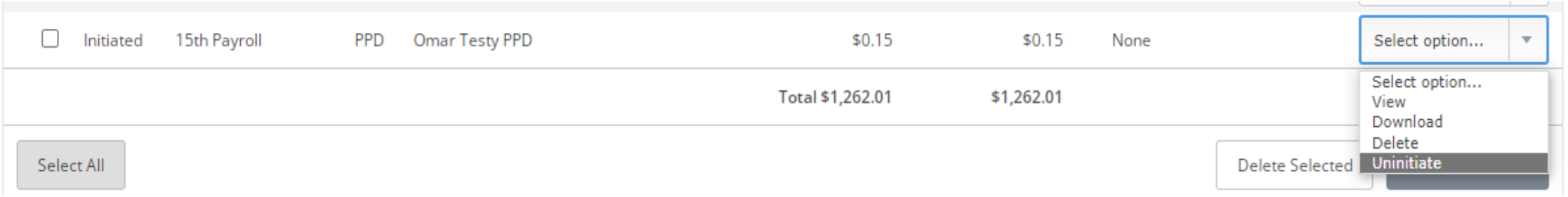


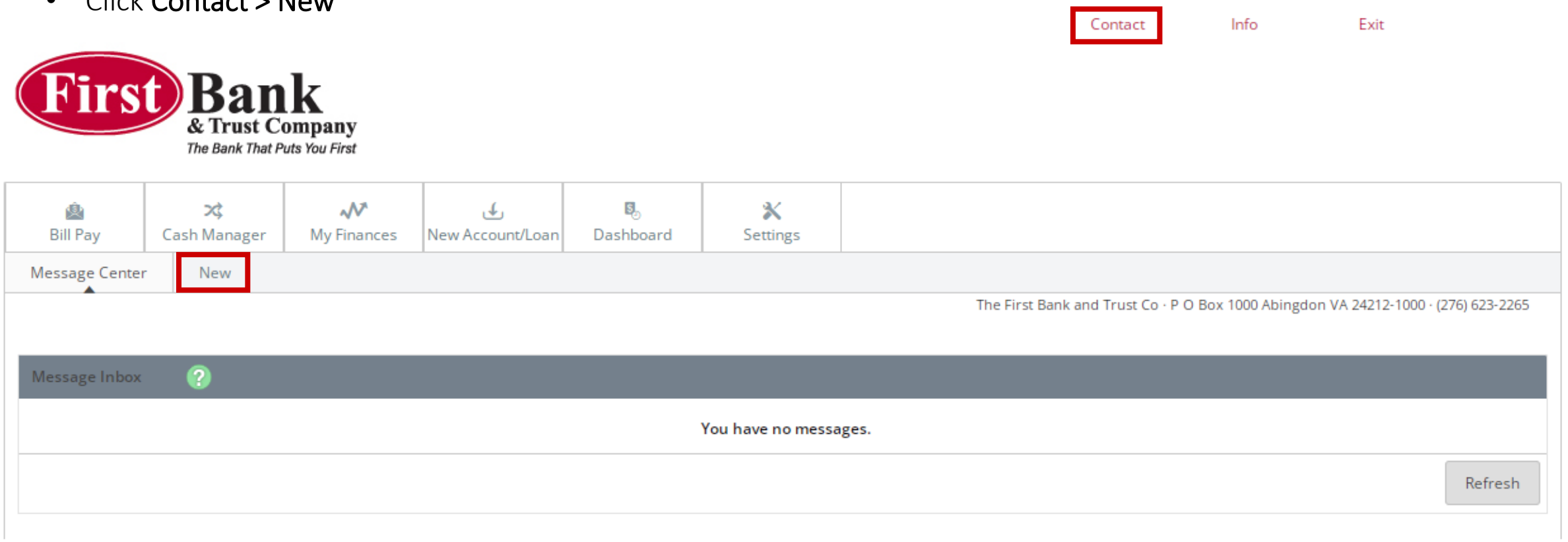

- If you should need to Un-initiate the file before the cutoff time you may select “Uninitiate” from the dropdown.
  There is also an option to **view**, or **download** (as a list – PDF format or NACHA – TXT file) the Initiated file.

- Once the file processes, the batch will remain on the ACH Category List and the status will show as “Ready” and can be reused and initiated again if needed.

# ACH: Sending a Secure Message

After a file is initiated you will need to send a secure message to the bank via our Secure Message Center in Cash Manager.

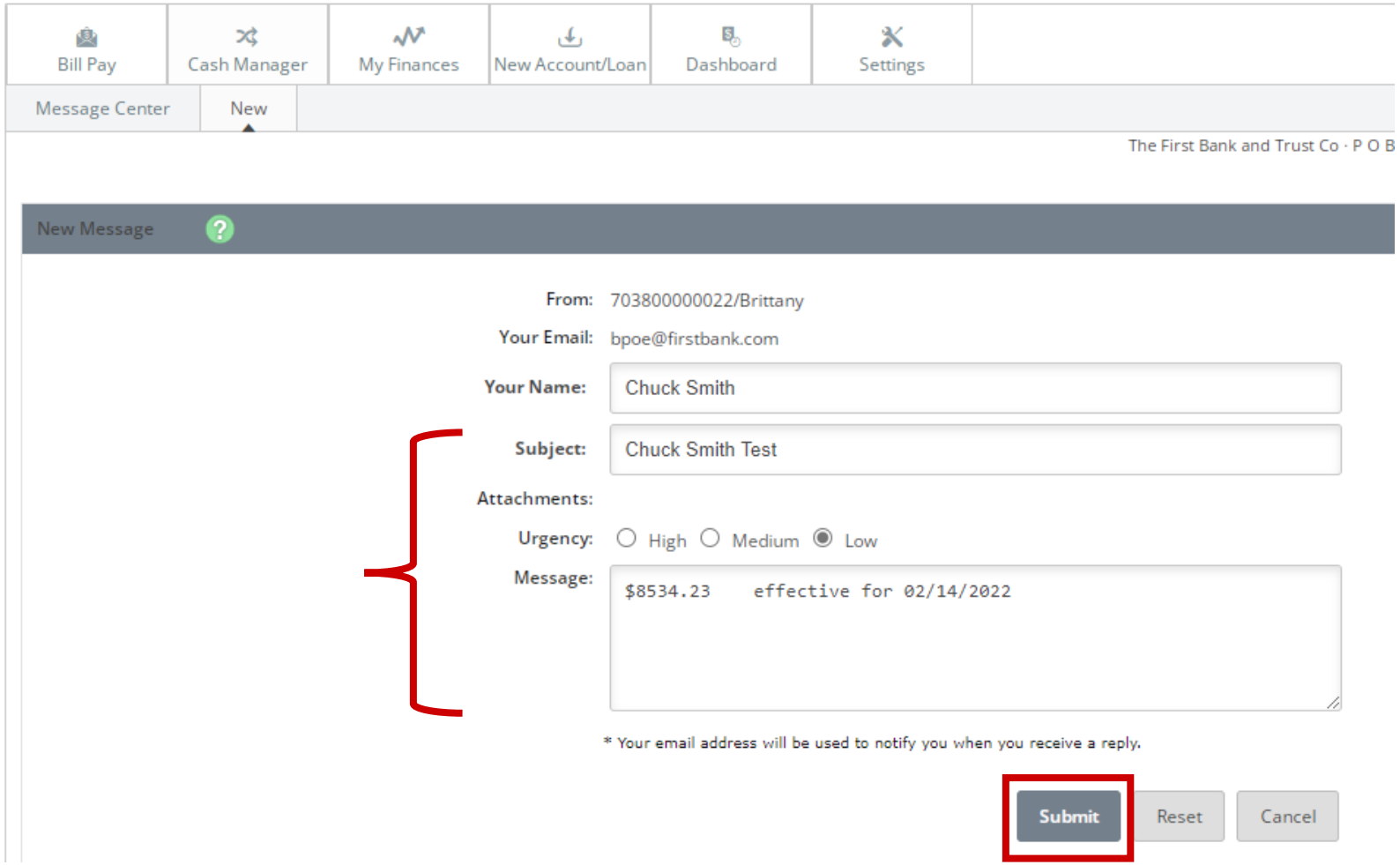
- Click **Contact > New**



# ACH: Sending a Secure Message

Complete the following fields:

- **Subject** – Give your message a subject of your choice, (i.e. “Payroll”, “Vendor Payments”, etc.)
- **Urgency**: Leave as is. (All messages are viewed periodically throughout the day, up until the 3:00pm cutoff.)
- **Message**: Your message **must** include the total dollar amount of the file and the effective date.
- Click “Submit”



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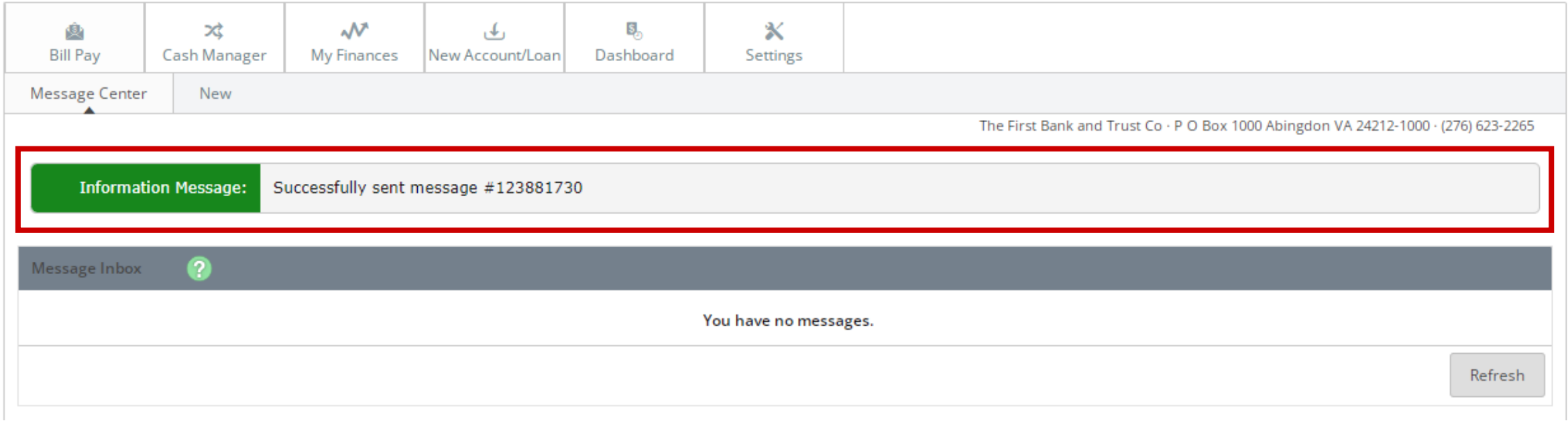
You will receive an Information Message at the top of the screen confirming that the message was successfully sent.