

ACH Manager Reference Guide

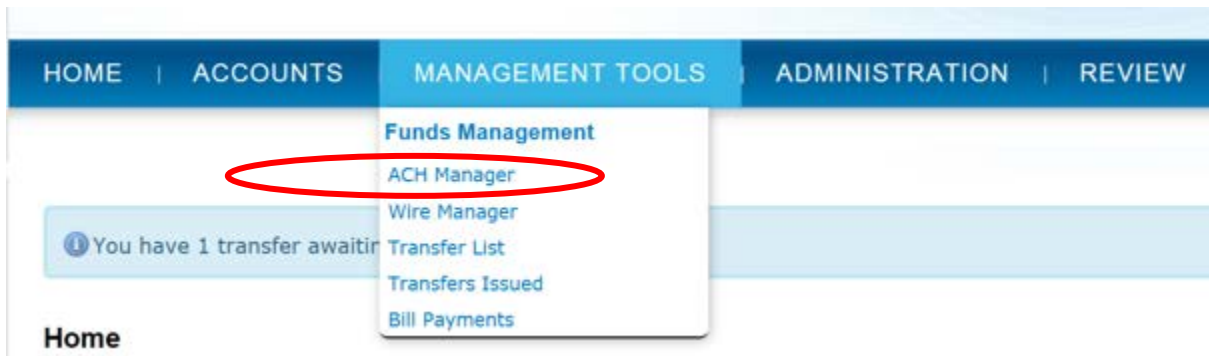
HOMETRUST BANK

Contents

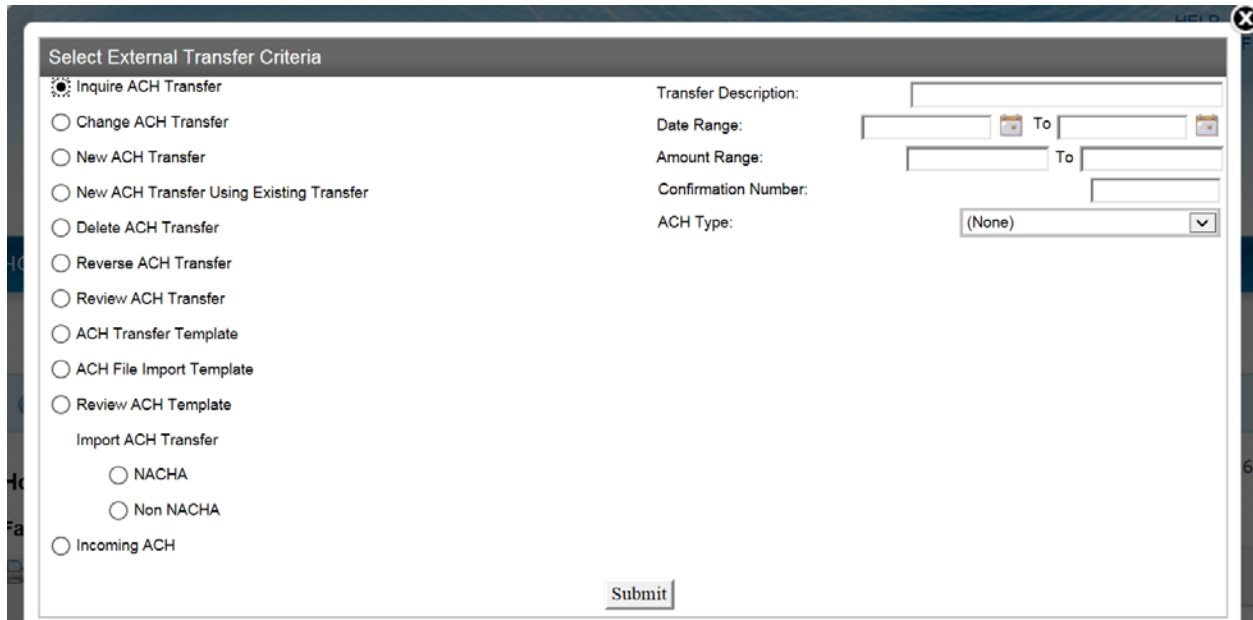
Accessing ACH Manager	2
Creating a New ACH Transfer	3
Creating an ACH Transfer Template	5
Creating an ACH Transfer from a Template	8
Import a NACHA formatted file	10

Accessing ACH Manager

From the Home Page, hover over *Management Tools* and select *ACH Manager*



The Select External Search Criteria Menu will display.



The screenshot displays the 'Select External Transfer Criteria' form. The form contains the following fields and options:

- Inquire ACH Transfer
- Change ACH Transfer
- New ACH Transfer
- New ACH Transfer Using Existing Transfer
- Delete ACH Transfer
- Reverse ACH Transfer
- Review ACH Transfer
- ACH Transfer Template
- ACH File Import Template
- Review ACH Template
- Import ACH Transfer
 - NACHA
 - Non NACHA
- Incoming ACH

Transfer Description:

Date Range: To

Amount Range: To

Confirmation Number:

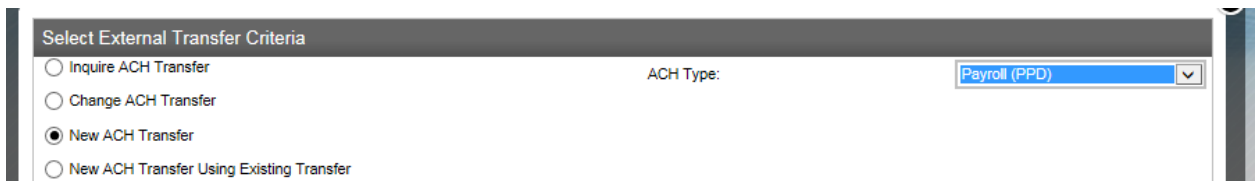
ACH Type:

Creating a New ACH Transfer

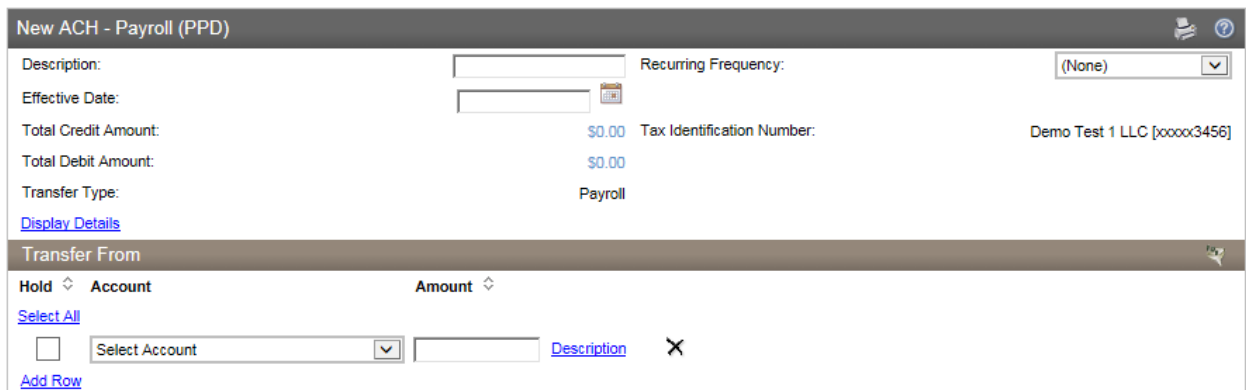
Select *New ACH Transfer* from the Select External Search Criteria menu

- Change ACH Transfer
- New ACH Transfer
- New ACH Transfer Using Existing Transfer

Choose the ACH Type then click *Submit*.



The New ACH Transfer page will open



- Enter the transfer Description
- Select the date that you want the transfer to be applied
- ***Transfer From:*** this will be the account(s) funding the transaction, so if it is a Payroll transfer, you will select the HomeTrust Bank account that will fund the transfer.
 - Note: If this is a collection of funds from others to your HomeTrust Bank account you would list their account information here
- Enter the total amount of the transfer

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Amount	Prenote
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Description <input type="button" value="X"/>

[Select All](#) [Select All](#)
[Add Row](#)

- **Transfer To:** To send funds to others, such as a Payroll Transfer, enter ACH recipient information here, the following fields are required:
 - Employee Name
 - Account Number
 - Account Type
 - R/T Number (Receiving bank’s routing number)
 - Amount
- Note: If this is a collection of funds from others to your HomeTrust Bank account you would select your HomeTrust Bank account number here
- You can at this time decide to send a pre-note file
- Select Process
- See Token Instructions to complete Digital Signature

Creating an ACH Transfer Template

The purpose of creating and using an ACH Template is to maintain the ACH information for an individual or a group of recipients that you will use repeatedly.

Select *ACH Transfer Template* from the Select External Search Criteria menu

Select External Transfer Criteria

Inquire ACH Transfer

Change ACH Transfer

New ACH Transfer

New ACH Transfer Using Existing Transfer

Delete ACH Transfer

Review ACH Transfer

ACH Transfer Template

ACH File Import Template

Review ACH Template

Import ACH Transfer

NACHA

Non NACHA

Incoming ACH

Status: (None) ▼

Template Name:

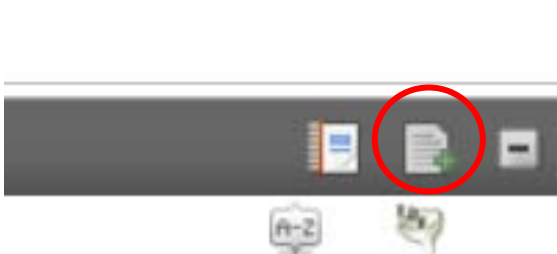
Template Group:

ACH Type: All ▼

Submit

Select ACH Transfer Template and select Submit

Then select the New icon from the right side of the page



Choose the ACH Type

New Template

ACH Type: Payroll (PPD) ▼

Submit Cancel

New ACH - Payroll (PPD) Template

Template Name:
 Recurring Frequency:

Tax Identification Number: Demo Test 1 LLC [xxxxx3456]
 Template Type:

Template Group:
 Amount Range: To

[Display Details](#)

User Access

All User Access (Including new added users)

[Select All](#)

Nemo Test
 Pamela Shelton

Transfer From

Hold Account Default Amount

[Select All](#)

[Description](#)

[Add Row](#)

Allow additional or input of "From Account"

- Enter the name of the Template
- Choose a frequency if applicable
- Add a Template Group or select a Template Group for this template
- Enter an amount range (0.01-9999999999.00)
- Select all the users that will have access to this template
- Select the account that will fund the transfer (Note: For ACH Deposits and Credits the Transfer To will be the transfer recipients)
- Enter the amount of the template (or at least \$0.01 for each entry)

Transfer To

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Default Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>	<input type="text"/> Description <input type="text"/>

[Add Row](#)

Allow additional or input of "To Account"

- Enter ACH recipient information here; the following fields are required:
 - Employee Name
 - Account Number
 - Account Type
 - R/T Number (Receiving bank's routing number)
 - Amount (this can be what will be sent every time or a place holder of \$0.01)
- Select Save

Creating an ACH Transfer from a Template

Select External Transfer Criteria

Inquire ACH Transfer

Change ACH Transfer

New ACH Transfer

New ACH Transfer Using Existing Transfer

Delete ACH Transfer

Reverse ACH Transfer

Review ACH Transfer

ACH Transfer Template

ACH File Import Template

Review ACH Template

Import ACH Transfer

NACHA

Non NACHA

Incoming ACH

Transfer Description:

Date Range: To

Amount Range: To

Confirmation Number:

ACH Type:

To use, edit or delete an existing template, select ACH Transfer Template from the Select External Search Criteria menu and then Submit

- Review ACH Transfer
- ACH Transfer Template
- ACH File Import Template

You should see the name of the template you want to use along with the options to New Transfer, Edit Template and Delete Template

Template List						
TEST GROUP						
Template Name ^	ACH Type ^	Status ^	New Transfer	Edit Template	Delete Template	
Banner Test	Payroll (PPD)	Approved				

- *New Transfer* will allow you to select an effective date and change the amounts of each entry and the total amount of the transfer. Then you can select Process and complete the transfer.

- *Edit Template* will allow you to edit all the fields and make any permanent changes to the template. Once you have completed any updates, select Save.
- *Delete Template* will completely delete the entire template and any prior versions it.

Select New Transfer

New ACH - Payroll

Template: Banner Test Recurring Frequency: (None)

Effective Date:

Total Credit Amount: \$4.00 Tax Identification Number: Demo Test 1 LLC [xxxxx3456]

Total Debit Amount: \$4.00 Amount Range: \$1.00 To \$5,000.00

Transfer Type: Payroll

[Display Details](#)

Transfer From

Hold	Account	Amount
<input type="checkbox"/>	Commercial Checking	4.00

- Choose the effective date
- Enter the amount of the transaction

Transfer To

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Amount	Prenote
<input checked="" type="checkbox"/>	Banner Test 1			Checking	253170279	2.50	<input type="checkbox"/>
<input type="checkbox"/>	Test 2			Checking	253170279	1.00	<input type="checkbox"/> Description
<input type="checkbox"/>	Test 3			Checking	253170279	1.00	<input type="checkbox"/> Description
<input type="checkbox"/>	Test 4			Checking	253170279	1.00	<input type="checkbox"/> Description
<input type="checkbox"/>	Test 5			Checking	253170279	1.00	<input type="checkbox"/> Description

[Select All](#) [Select All](#)

Save Process Cancel

- Enter the amounts for each recipient
- Select Process
- See Token Instructions to complete Digital Signature
- NOTE: Use the Hold column to withhold a line item from the transfer

Import a NACHA formatted file

From Select External Search Criteria menu select Import ACH Transfer, NACHA

Select External Transfer Criteria

- Inquire ACH Transfer
- Change ACH Transfer
- New ACH Transfer
- New ACH Transfer Using Existing Transfer
- Delete ACH Transfer
- Reverse ACH Transfer
- Review ACH Transfer
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- Import ACH Transfer
 - NACHA
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- Incoming ACH

Submit

NACHA File Import 1 - File Selection 2 - Import 3 - Import Confirmation

Step 1 - File Selection

File Location: Browse...

Tax Identification Number: Demo Test 1 LLC[xxxxx3456]

Transfer Type: (None) ▾

Next Cancel

- Select Browse and choose the file you want to use
- Choose the type of transfer (SEC code) from the drop down

Step 2 - Import	
Batch ID:	
Effective Date:	May 13, 2016
Debit Totals:	\$1,839.35
Credit Totals:	\$1,839.35
Number of Debits:	1
Number of Credits:	7
File Details:	
File Debit Total:	\$1,839.35
File Credit Total:	\$1,839.35
<input type="button" value="Back"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

- Verify the date and amount
- Select Finish

Step 3 - Import Confirmation	
The following file was successfully imported.	
Batch ID:	0000001
Effective Date:	May 20, 2016
Debit Totals:	\$1,839.35
Credit Totals:	\$1,839.35
Number of Debits:	1
Number of Credits:	7
File Summary:	
Confirmation Number:	9694c60a8e
File Debit Total:	\$1,839.35
File Credit Total:	\$1,839.35
<input type="button" value="Review"/> <input type="button" value="Process"/> <input type="button" value="Cancel"/>	

- Select Process
- Continue to Digital Signature