

First

National Bank of Pasco

ESTD 1986

ACH User Guide

June 5, 2024

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ACH

The ACH module allows you to pay or collect money from individuals or companies. For example, you could send a payroll file or collect monthly dues from individuals using ACH. ACH capabilities depend on your agreement with the bank.

ACH batches work as templates, so you can send the batch multiple times. After the batch is created, initiate it to send the information to your financial institution, which then originates the file.

There are multiple ways to create an ACH batch. If you are able to create Nacha® files, then you can upload the batch. If not, then you can also enter the batch information manually. Or, you can also import, which uses a combination of upload and manual.

Creating an ACH Batch: Nacha Upload

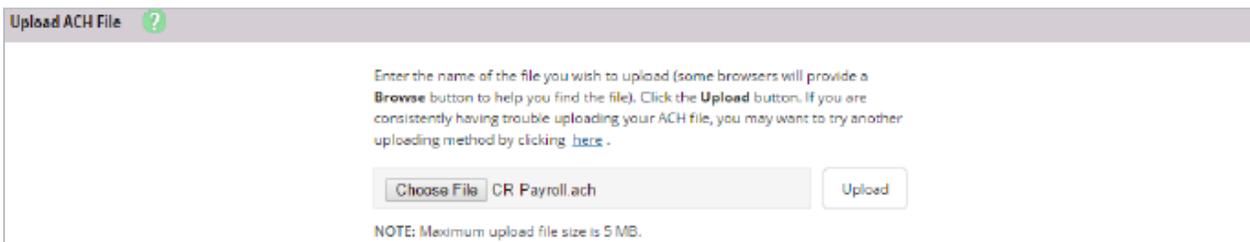
If you have software that can create a Nacha® file formatted ACH batch for you, you can upload the batch into Internet Banking.

Depending on your financial institution's settings, uploaded ACH batch files are validated in their entirety. If validation errors are found within the uploaded ACH batch, up to the first 50 validation errors appear. You can view and resolve validation errors in the uploaded ACH batch file, and then reupload the updated file. Selecting **Show More** expands the error details.

NOTE

For NetTeller's JHA Commercial Cash Management product, uploaded ACH batches' routing numbers are also validated as a part of the ACH batch validation.

1. Go to **Cash Manager > ACH > Upload**.



2. Search for the file.

TIP

Best practice: Use a file with a .txt file extension.

3. Select **Upload**.

The uploaded file status appears. Once in an uploaded status, the batch appears on the *Batch Listing* screen.

4. Go to the **Batch Listing** screen.

A generic batch name generated based on a sequence number.

Status	Batch Name	Type	Company	Process Date	Debit	Credit	
Uploaded	0000000	PPD	...		\$1,650.00	\$1,650.00	Select option...
Ready	1111111	PPD	...		\$7,680.00	\$7,680.00	Select option...
Uploaded	9999999	PPD	...		\$1,650.00	\$1,650.00	Select option...
Ready	1234567	PPD	...	9/16/2020	\$0.00	\$1,000.00	Select option...

5. From the **Select Option** drop-down menu, select **Edit** to customize the uploaded batch name.

You have successfully created an ACH batch by uploading a Nacha® file.

Creating an ACH Batch: Manually

You can manually enter batch information into NetTeller by creating a batch header and then adding necessary transactions.

1. Go to **Cash Manager > ACH**.
2. Select the desired company from the **Create a New Batch For** drop-down list.
3. Complete the batch header information fields, and then select **Submit**.

New Batch ?

Batch Name * HrlyPyr12016

Company JHA Air

Discretionary Data PAYROLL

SEC Code * PPD - Prearranged Payments and Deposits

Company Id * 111111111111

Entry Description * PAYROLL

Restrict Batch

Cancel Submit

Batch Name

Enter the ACH batch name. This value distinguishes the batch for the Cash Management user's benefit when viewing batches on the *ACH Batch List* screen.

SEC Code

Select the type of batch you are creating.

Company

The ACH company for which the ACH batch is being created. This value prefills based on the associated value indicated in the core.

Company ID

Enter the identification number for the ACH company, which is usually a tax ID.

Discretionary Data

Enter the purpose of the ACH batch for the Cash Management user's and the financial institution's benefit.

Entry Description

Enter the purpose of the ACH batch, which appears to the recipient.

Restrict Batch

Select this check box to prevent Cash Management users without restricted batch access from viewing/working with the batch.

4. Complete the transaction information fields.

Add Transaction

Transaction Information:

Name * John Doe Addenda Type 00-No Addenda Information

ID Number D1234 Addenda

Amount * 1500 . 00

Prenote Creates a separate \$0 record of this entry.

Receiving Financial Institution Information:

Routing * 9912-3456-7 Search for ABA # Account Type Checking

Account Number * 12345678 Transaction Type Debit Credit

Status Active Hold

Quick Add Add Multiple Import Transaction Cancel Submit

Name

Enter the recipient of the transaction.

ID Number

Enter the recipient identification (e.g., employee number).

Amount

Enter the dollar amount of the transaction.

Prenote

Select this check box to create a separate batch that contains a zero dollar, or test, transaction to verify the recipient's account information is correct.

Addenda Type

Select the type for the additional information to be transmitted with this record.

Addenda

Enter the additional information to be transmitted with this record.

Routing

Enter the receiving financial institution's routing number. A search option is also available.

Account Number

Enter the recipient's account number.

Account Type

Select the type of receiving account.

Transaction Type

Select whether the transaction is a Debit or Credit.

Status

- Select **Hold** to prevent the transaction from being included within the batch totals. Holding this transaction allows you to initiate the batch without including the transaction, if needed.
- Select **Active** to include the transaction in the batch.

5. Select one of the following:

- Select **Quick Add** to save this record and enter a new record.
- Select **Add Multiple** to add up to 15 records to the batch. Complete the fields on this screen, and then select **Quick Add** to save your entered records and continue to add more.

NOTE

The ability to input addenda information is available as part of the JHA Commercial Cash Management product and is available for SEC codes PPD, CCD, or WEB.

Multi-Transaction Entry / addenda ?

Prenote Creates a separate \$0 record for each entry

	Name	ID #	Routing #	Account #	Chk Sav	Amount	DR CR
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input type="radio"/>
	Addenda <input type="text"/>						
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input type="radio"/>
	Addenda <input type="text"/>						
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input type="radio"/>
	Addenda <input type="text"/>						
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input type="radio"/>
	Addenda <input type="text"/>						
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input type="radio"/>
	Addenda <input type="text"/>						

- Select **Import Transaction** to go to the *Import Layout* page to import a transaction file.

Import Option

The import feature allows more flexibility when uploading ACH batches by using a combination of upload and manual entry. The batch header information is manually entered and the transactions are imported from a CSV, fixed position, and tab-delimited file. These files contain transactions but no header or trailer information.

Establishing the Import Layout

Use the **Import Layout** submenu to establish import layout for ACH batches.

Unlike Nacha® files (which have a standard format), the information in a CSV, fixed position, and tab-delimited file varies. Before importing transactions, define where information is located in the file.

1. Go to **Cash Manager > ACH > Import Layout**.
2. Select the type of file being imported.
3. Complete the necessary fields to define where information is located in the file, and then select **Save**.

If you do not know the **Transaction Code**, then enter how the **Account Type** and **Transaction Type** are defined in the file.

The import layout for the ACH batch is established. Examples of the import layouts:
The CSV and Tab-Delimited Layout

CSV File Layout

Select Upload Format to Create/Edit:

Name: Account Number:
ID Number: Amount:
Routing Number: * Transaction Code:

***Note: If your file does not contain Transaction Codes, the following fields are required:**

Account Type: Checking Equals: Savings Equals:
Transaction Type: Debit Equals: Credit Equals:

The Fixed Position Layout

Fixed Position File Layout

Select Upload Format to Create/Edit: Fixed Position File Layout ▼

	Begin	End		Begin	End
Name:	1	30	Account Number:	37	47
ID Number:	31	36	Amount:	57	67
Routing Number:	48	56	* Transaction Code:		

*Note: If your file does not contain Transaction Codes, the following fields are required:

	Begin	End			
Account Type:	68	68	Checking Equals:	C	Savings Equals: S
Transaction Type:	69	70	Debit Equals:	DR	Credit Equals: CR

Save Reset Cancel

Importing Transactions to a New Batch

Use the **ACH** submenu to import transaction records to new ACH batches.

1. Go to **Cash Manager > ACH**.
2. Select the desired company for **Create a New Batch For**.
3. Complete the fields, and then select **Import Record**.

CSV File Layout

Select Upload Format to Create/Edit: CSV File Layout

Name: 1 ▼

ID Number: 2 ▼

Routing Number: 3 ▼

Account Number: 4 ▼

Amount: 5 ▼

* Transaction Code: ▼

*Note: If your file does not contain Transaction Codes, the following fields are required:

Account Type: 6 ▼

Transaction Type: 7 ▼

Checking Equals: C

Debit Equals: DR

Savings Equals: S

Credit Equals: CR

Save
Reset
Cancel

4. Select the **Import File Type:**

- NACHA File
- CSV File
- Fixed Position File
- Tab-Delimited File

Import File - HrlyPyr12016 ?

Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type.

Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#).

Import File Type:

CSV File ▼

Choose File Sample ACH Import without Offset.csv Import

5. Select the desired file, and then select **Import**.

After the file's status changes to *Uploaded*, the batch appears on the *Batch List* page.

Importing Transactions to an Existing Batch

Use the **Batch List** submenu to import transactions to existing ACH batches.

1. Go to **Cash Manager > ACH > Batch List**.
2. Locate and select the existing batch from the *ACH Batch List* that you want to import transactions to.
3. Select **Import** from the **Select Option** drop-down list.

ACH Batch List ? Total Batches 3 View 10 | 20 | 50 | 100

Create a new batch for: Select Company ▼

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
Ready	Payroll	PPD	JHA Air	03/01/2016	\$0.00	\$4,500.00	Semi-Monthly	06/15/2016	Select option... ▼
Ready	January Payroll	PPD	JHA Air	09/16/2014	\$1,650.00	\$1,650.00	None		Select option... View Download Edit Quick Edit Copy Import Delete Initiate
Ready	HrlyPyr12016	PPD	JHA Air		\$0.00	\$5,400.00	None		
Total					\$1,650.00	\$11,550.00			

Select All Delete Selected Initiate Selected

4. Select the file type.

Import File - HrlyPyrl2016 ?

Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type.

Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#).

Import File Type:

CSV File ▼

Choose File Sample ACH Import without Offset.csv **Import**

5. Select the file, and then select **Import**.

After the file's status changes to `uploaded`, the batch appears in the batch that selected.

Initiating a Batch

Depending on your permissions and financial institution's settings, you can initiate several types of ACH batches including one-time batches, multiple one-time batches, same day ACH batches, and recurring batches.

To initiate batches, you must have the cash user **Initiate ACH** entitlement.

1. Go to **Cash Manager > ACH > Batch List**.
2. Choose a situation, and follow the corresponding steps.

Situation	Steps
Initiating a One-Time Batch	<ol style="list-style-type: none"> a. Locate and select the desired batch. b. Select Initiate from the Select Option drop-down list. c. Complete the Select Effective Date and Select Offset Account fields.

Situation

Steps

NOTE

If you are initiating an ACH batch with an SEC code of WEB, select the **Proper Validation has Occurred on all Transactions** check box.

Selecting this check box certifies that the transactions are valid according to NACHA rules.

- d. Select **Initiate**.

Initiating Multiple One-Time Batches

- a. Locate and select the desired batches.

NOTE

Use the check box to the left of the batch names to select multiple batches.

- b. Select **Initiate Selected**.
- c. Complete the **Select Effective Date** and **Select Offset Account** fields for each batch.

NOTE

You can set the same effective date and offset account for all the selected batches. If you are also initiating ACH batches with SEC codes of WEB, select the check boxes in the *Accounts Validated*** column. Selecting these check boxes certifies that the transactions are valid according to NACHA rules.

- d. Select **Initiate**.

Initiating Same Day ACH Batches

- a. Locate and select the desired batches.

Situation

Steps

NOTE

Use the check box to the left of the batch names to select multiple batches.

- b. Select **Initiate Selected**.
- c. Select Same Day ACH in the **Select Effective Date** drop-down menu.
- d. Complete the **Select Offset Account** fields for each batch, if applicable.

NOTE

If you are initiating an ACH batch with an SEC code of WEB, select the **Proper Validation has Occurred on all Transactions** check box.

Selecting this check box certifies that the transactions are valid according to NACHA rules.

- e. Select **Initiate**.
- f. Select **OK** on the *Same Day ACH Confirmation* dialog box.

Initiating a Recurring Batch

- a. Locate and select the desired batch.
- b. Select **Initiate**.
- c. Complete the necessary fields.

NOTE

Additional fields may appear depending on the **Frequency** selection. If you are also initiating an ACH batch with an SEC code of WEB, select the **Proper Validation has Occurred on all Transactions** check box. Selecting this check box certifies that the transactions are valid according to NACHA rules.

Situation

Steps

d. Select **Initiate**.

The following image is an example of initiating a one-time batch.

One-Time Batch

Initiate Batch ? Total Transactions 4 View 10 | 20 | 50 | 100 | All | Search

Category Name test11 Category PPD
Company JHA Air Company Id JHAAIR
Discretionary Data test Entry Description Perfest2

Name	ID Number Δ	Account	Routing	Amount	CR/DR	Held
Jane D	000	0000000000	991234567	\$1,000.00	CR	
John Doe	D1	0000000000	991234567	\$1,500.00	CR	
Jane Doe	0000	0000000000	991234567	\$1,700.00	CR	
John D	D11	123456789	991234567	\$1,200.00	CR	

Total Debits: \$0.00 Total Credits: \$5,400.00

Select Effective Date: Thursday, May 26, 2016 ▼
Select Offset Account: CK 1102 Q
Reset amounts to \$0.00 after processing batch:

Cancel Initiate

The following image is an example of selecting multiple batches to initiate.

Multiple One-Time Batches

ACH Batch List ? Total Batches 3 View 10 | 20 | 50 | 100

Create a new batch for: Select Company ▼

Status	Batch Name Δ	Type	Company	Process Date	Debit	Credit	
<input checked="" type="checkbox"/>	Ready HriyPyl2016	PPD	JHA Air		\$0.00	\$5,400.00	Select option... ▼
<input type="checkbox"/>	Ready January Payroll	PPD	JHA Air	09/16/2014	\$1,650.00	\$1,650.00	Select option... ▼
<input checked="" type="checkbox"/>	Ready Payroll	PPD	JHA Air	03/01/2016	\$0.00	\$4,500.00	Select option... ▼

Total \$1,650.00 \$11,550.00

Select All Delete Selected Initiate Selected

The following image is an example of initiating multiple one-time batches through the *Quick Initiate*.

Multiple One-Time Batches - Quick Initiate

Quick Initiate ?

Apply Effective Date to all Batch records?

Batch	Type	CompanyName	Reset Records*	Debit	Credit	Effective Date	Offset Account
HrlyPyr12016	PPD	JHA Air	<input type="checkbox"/>	\$0.00	\$5,400.00	Thursday, May 26, 2016	Chk <input type="text" value=""/>
Payroll_2016	PPD	JHA Auto	<input type="checkbox"/>	\$0.00	\$4,500.00	Monday, June 6, 2016	Chk 1111 <input type="text" value=""/>
* Reset amounts to \$0.00 after processing batch				Total \$0.00	\$9,900.00		

The following image is an example of initiating a recurring ACH batch.

Recurring Batch

Initiate Batch ? Total Transactions 4 View [10](#) | [20](#) | [50](#) | [100](#) | [All](#) | [Search](#)

Category Name test11 Category PPD
 Company JHA Air Company Id JHAAIR
 Discretionary Data test Entry Description Perfest2

Name	ID Number	Account	Routing	Amount	CR/DR	Held
Jane D	000	0000000000	991234567	\$1,750.00	CR	
John Doe	D1	0000000000	991234567	\$1,500.00	CR	
Jane Doe	0000	0000000000	991234567	\$1,500.00	CR	
Mary S	D11	123456789	991234567	\$1,500.00	CR	

Total Debits: \$0.00 Total Credits: \$6,250.00

Select Effective Date:

Frequency:

Month Day: Initiate on last processing day of the month.

Start Date:

Expiration Date: This payment has no expiration date.

Select Offset Account:

Reset amounts to \$0.00 after processing batch:

Batch Approval

Depending on your entitlements, you may need a second cash user to initiate the batches you create.

The **Full ACH Control** entitlement determines if dual control is required when creating and initiating a batch. If you have the **Full ACH Control** entitlement, then you are able to initiate batches that you create. Otherwise, a second cash user must initiate the batches you create.

To send a batch for approval, select the **This Batch is Ready for Approval** check box from the *Edit* or *Quick Edit* screen.

Edit Batch ?
Total Transactions 5 View [10](#) | [20](#) | [50](#) | [100](#) | [All](#) | [Search](#)

Batch Name *

Company

Discretionary Data

SEC Code PPD

Company Id *

Entry Description *

Restrict Batch

Name	ID Number Δ	Account	Routing	Amount	CR/DR	Held		
John Doe	0000000	00000000000	9912-3456-7	\$25.00	CR		Edit	Delete
John Doe	0000000	00000000000	9912-3456-7	\$25.00	CR		Edit	Delete
John Doe	0000000	00000000000	9912-3456-7	\$25.00	CR		Edit	Delete
John Doe	0000000	00000000000	9912-3456-7	\$25.00	CR		Edit	Delete
John Doe	0000000	00000000000	9912-3456-7	\$100.00	DR		Edit	Delete

Total Debits \$100.00 Total Credits \$100.00

This batch is ready for approval

Quick Edit Total Transactions 5 View 10 | 20 | 50 | Search

Batch Name Jen SEC Code PPD
 Company Company Id 0000
 Discretionary Data ACH PAYROLL Entry Description ACH
 Restrict Batch

Name	ID Number [△]	Amount	Account	Routing	DR CR	Held <input type="checkbox"/>	Prenote <input type="checkbox"/>	
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="25"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda
John Doe	0000000	<input type="text" value="100"/> <input type="text" value="00"/>	0000000000	9912-3456-7	<input checked="" type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Addenda

Total Debits \$100.00 Total Credits \$100.00

This batch is ready for approval

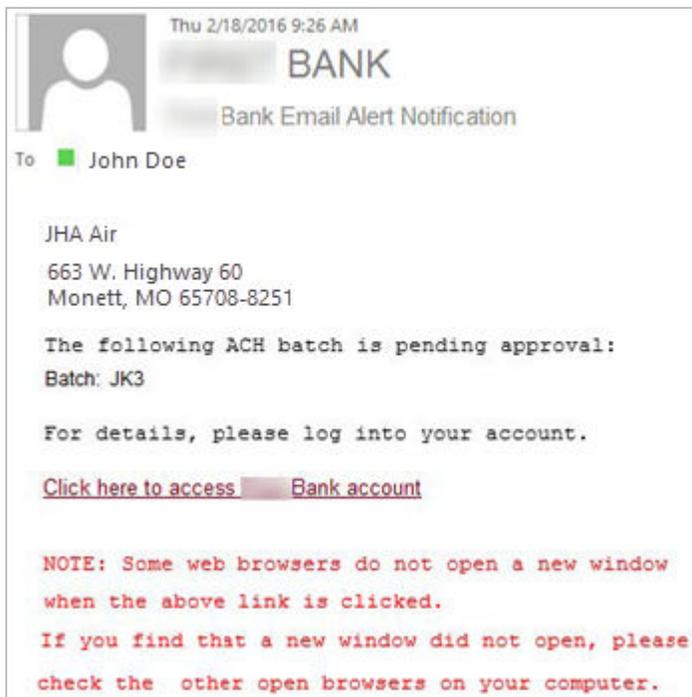
Batches waiting for approval appear on the *Batch List* page with a yellow highlight and an Approval Pending status.

ACH Batch List Total Batches 76 View 10 | 20 | 50 | 100

Create a new batch for:

Status ^z	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
Approval Pending	patricks	PPD	JHA Air		\$0.00	\$3.39	None		Select option... <input type="button" value="▼"/>
Approval Pending	dual control tst	PPD	JHA Air		\$0.00	\$5.55	None		Select option... <input type="button" value="▼"/>
Initiated	corporate	CTX	JHA Air	04/14/2017	\$0.00	\$9.00	None		Select option... <input type="button" value="▼"/>

Once a batch is in the Approval Pending status, the system sends an alert to cash users who have opted to receive the ACH Batch Pending Approval alert. A user with batch initiation capabilities is able to log on to NetTeller and initiate the batch.



Working with Prenote Transactions

Prenote transactions allow you to send a test transaction to verify that the recipient's account information is correct before sending a credit or debit transaction.

NOTE

Prenote transactions have specific transaction code requirements for Nacha® files that prevent a zero-dollar transaction from being sent.

1. Go to **NetTeller > Cash Manager > ACH > Batch List**.
2. Locate and select the desired batch, and then select Edit from the **Select Option** drop-down list.
3. Select **Add Transaction**.
4. Complete the transaction information fields.

TIP

Best practice: Enter 0.01 into the **Amount** field because NetTeller does not allow zero-dollar transactions.

5. Select the **Prenote** check box, and then select Hold for the **Status** field.

When Hold is selected, this transaction is not included in the batch if the batch is initiated.

6. Select **Submit**.

The transaction has been added to the batch but is not included in the batch totals.

7. Return to the *Batch List* screen.

A new batch appears to begin with PNT. This label indicates if NetTeller created the prenote batch. Initiate this batch to send the prenote transaction.

Status	Batch Name	Type	Company	Process Date	Debit	Credit
Ready	PNT-Payroll_2016	PPD	JHA Air		\$0.00	\$0.00
Ready	Payroll_2016	PPD	JHA Air	03/01/2016	\$0.00	\$4,500.00
Ready	January Payroll	PPD	JHA Air	09/16/2014	\$1,650.00	\$1,650.00
Ready	HrlyPyr12016	PPD	JHA Air		\$0.00	\$5,400.00
Total					\$1,650.00	\$11,550.00

8. Select **Quick Edit** from the **Select Options** drop-down list for the prenote batch.

9. Modify the dollar amount as needed, and then clear **Held**.

NOTE

The ability to edit/add addenda information is available as part of the JHA Commercial Cash Management product and is available for SEC codes PPD, CCD, or WEB.

Name	ID Number Δ	Amount	Account	Routing	DR CR	Held <input type="checkbox"/>	Prenote <input type="checkbox"/>	
celeste c	0000000	99999999.00	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hide Addenda
Addenda								
offset	0000000	99999999.00	0000000000	9912-3456-7	<input checked="" type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hide Addenda
Addenda								

Total Debits \$99,999,999.00 Total Credits \$99,999,999.00

NOTE

If a balanced batch is required, then modify the offset transaction amount.

10. Select **Save**.

Download, Copy, or Delete a Batch

There are several reasons why you may want to download, copy, or delete an ACH batch.

Download a Batch

The download feature allows you to copy batch information into a PDF or a Nacha® file.

Download the batch in PDF format to maintain a printed or electronic record of initiated batches.

Download Batch - Payroll_2016 ?

Select a download format: ▼

Select a field to sort by: ▼

Select sorting order: Ascending Descending

ACH Transaction List

Company Name: JHA Air Batch: 0000012
 Company Entry Description: PAYROLL Effective Date: 01/01/0001
 Standard Entry Class Code: PPD

Seq	Customer	Account	Routing	Amount	C/D	TC	H	Individual ID
0000005	John Doe			1000.00	C	22		
0000003	Lynn A.			1000.00	C	22		
0000008	Thomas A.			1000.00	C	22		
0000004	Adam B.			1000.00	C	22		
0000007	Mandy S.			1000.00	C	22		
0000001	David G.			1000.00	C	22		
0000009	Robert J.			1000.00	C	22		
0000013	Zach C.			1000.00	C	22		
0000012	Parker W.			1000.00	C	22		
0000002	Edna H.			1000.00	C	22		
0000011	Sofia G.			1000.00	C	22		
0000010	Henry B.			1000.00	C	22		
0000016	Portia H.			15000.00	D	27		offset
0000014	James R.			1000.00	C	22		
0000015	Ida J.			1000.00	C	22		
0000006	Sandra B.			1000.00	C	22		

Total Credits: \$15,000.00
 Total Debits: \$15,000.00

Downloading batch information as a Nacha® file is useful if the batch was manually created. If a manually entered batch is deleted, the batch information must be manually re-entered (deleted batches cannot be recovered). However, if the batch was saved as a Nacha® file, that Nacha® file can be uploaded back into NetTeller.

Download Batch - Payroll_2016 ?

Select a download format: NACHA

Submit Return

Copy a Batch

The copy feature allows you to copy existing batch information into a new batch. Copying a batch is useful if you are creating a batch and most of the batch information is in an existing batch. For example, if you were to give your employees a bonus, your employees are already set up in your payroll batch.

Copy Batch - Payroll_2016 ?

New batch name * Bonus_2016

Submit Cancel

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
Ready	Tax FD tuesday	CCD		07/08/2014	\$35.00	\$35.00	None		Select option...
Ready	Tax FD Jack Henry	CCD		10/02/2014	\$4.00	\$4.00	None		Select option...
Ready	Tax FD Lenny	CCD		10/02/2014	\$3.00	\$3.00	None		Select option...
Ready	Tax FD NET code	CCD		07/07/2014	\$75.00	\$75.00	None		Select option...
Uploaded	0001732	PPD			\$0.00	\$29,230.39	None		Select option...
Total					\$344,679.17	\$565,844.16			

Delete a Batch

Delete batches that are no longer used. Deleted batches cannot be recovered. If a batch is accidentally deleted, reupload or manually re-enter the batch information.

TIP

Best practice: Limit users' delete entitlements.

There are two ways to delete a batch:

- Select **Delete** from the **Select Option** drop-down list, and then select **Delete** on the next screen.

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
Ready	Tax FD tuesday	CCD		07/08/2014	\$35.00	\$35.00	None		Select option...
Ready	Tax FD Jack Henry	CCD		10/02/2014	\$4.00	\$4.00	None		Select option...
Ready	Tax FD Lenny	CCD		10/02/2014	\$3.00	\$3.00	None		Select option...
Ready	Tax FD NET code	CCD		07/07/2014	\$75.00	\$75.00	None		Select option...
Uploaded	0001732	PPD			\$0.00	\$29,230.39	None		Select option...
Total					\$344,679.17	\$565,844.16			

- Select multiple batches, select **Delete Selected**, and then select **Delete** on the next screen.

Status	Batch Name / #	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
<input checked="" type="checkbox"/>	Ready Tax FD tuesday	CCD		07/08/2014	\$35.00	\$35.00	None		Select option... ▼
<input type="checkbox"/>	Ready Tax FD Jack Henry	CCD		10/02/2014	\$4.00	\$4.00	None		Select option... ▼
<input checked="" type="checkbox"/>	Ready Tax FD Lenny	CCD		10/02/2014	\$3.00	\$3.00	None		Select option... ▼
<input type="checkbox"/>	Ready Tax FD NET code	CCD		07/07/2014	\$75.00	\$75.00	None		Select option... ▼
Uploaded	0001732	PPD			\$0.00	\$29,230.39	None		Select option... ▼
Total					\$344,679.17	\$565,844.16			

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Making Tax Payments

If your financial institution enables tax payments, then you can send federal and state taxes via ACH.

Your company must be registered with EFTPS to use this option.

1. Go to **Cash Manager > ACH > Tax Payment**.
2. Complete the tax payment fields, and then select **Submit**.
Federal

Add Tax Payment ?

Pay To	Federal	▼
Category	Tax FD	Payroll Taxes
Routing Number	991234567	Lookup
Company Name	JHA Air	▼
Tax Period	03/16	mm/yy
Tax Code	105 - Employer's Quarterly Tax Return Federal Tax Deposit ▼	
Taxpayer ID	000123456	
Amount	\$300.00	
Pay From Account	Chk	▼
Tax Information ID 1	1	Amount \$100.00
Tax Information ID 2	2	Amount \$50.00
Tax Information ID 3	3	Amount \$150.00

Quick Add Submit Cancel

State

Add Tax Payment 

Pay To

Category

Routing Number

Company Name

Tax Period  mm/dd/yyyy

Tax Code

Taxpayer ID

Amount Type Code

Amount

Pay From Account

Pay To

Select Federal or the desired state if making a state tax payment.

Batch

Enter a name to distinguish the tax payment batch for the customer's benefit.

Routing Number

Select **Lookup** to select the routing number associated with the financial institution that receives the tax payment.

Company Name

Select the ACH company name.

Tax Period

Select the month and year for the tax period.

Tax Code

Enter the code to indicate the tax payment type.

Taxpayer ID

Enter the company's Employer Identification Number (EIN).

Amount

Enter the dollar amount of the transaction.

Amount Type Code

Enter the associated amount type. Select **Lookup** to see available amount type code options.

NOTE

This field only appears for state tax payments.

Pay From Account

Select the account to debit for the offset transaction.

- If the ACH company is set up to initiate balanced batches only, select from the accessible NetTeller accounts.
- If the ACH company is set up to initiate batches by selecting an offset account, search for and select the offset account.

The following fields only apply to Federal tax payments:

Tax Information ID 1

Enter the amount designated for Social Security. This field is optional.

NOTE

This field only appears for Federal tax payments.

Tax Information ID 2

Enter the amount designated for Medicare. This field is optional.

NOTE

This field only appears for Federal tax payments.

Tax Information ID 3

Enter the amount designated for withholding. This field is optional.

NOTE

This field only appears for Federal tax payments.

After submitting, the tax payment appears on the *Batch List* page as **TAX FD** or **Tax [state abbreviation]**.

- Return to the *Batch List* page, and then select **Initiate** from the **Select Option** drop-down list for the tax payment batch.

Viewing ACH Activity

Use the **Activity** submenu to view ACH activity.

Batch history is viewable after the batch is originated.

- Go to **Cash Manager > ACH > Activity**.
- Review the columns.

Initiated	Effective	Batch	Type	Company	Debits	Credits	Offset Account	Recurring	Confirmation Number
03/01/2016	03/21/2016	Payroll_2016	PPD	JHA Allr	\$0.00	\$4,500.00	XXXXXXXX1111 D	Semi-Monthly	View

Initiated

The date the batch was initiated.

Effective

The effective date for the batch.

Batch

The name given to the batch.

Type

The SEC associated with the batch.

Company

The ACH company name.

Debits

The total batch debits.

Credits

The total batch credits.

Offset Account

The offset account for the batch.

Recurring

The **Frequency** originally indicated for processed recurring ACH batches or **None** if the batch was not recurring.

NOTE

This column only appears for NetTeller financial institutions using the JHA Commercial Cash Management product.

Confirmation Number

The designated confirmation number for the batch.

NOTE

This column only appears for NetTeller financial institutions using the JHA Commercial Cash Management product.

TIP

Select **View** to view a list of transactions included within the batch. For NetTeller financial institutions using the JHA Commercial Cash Management product, **Initiated Date, Confirmation Number, Effective Date, and Frequency** (along with associated values) appear on the *ACH Transaction List* screen.

ACH Transaction List ?					
Batch: Payroll_2016		Batch Code: PPD		Total Transactions: 3	
Company: JH Alt		Entry Description: PAYROLL		View 10 20 50 100 All Search	
Initiated By: JEN		Restrict Batch: <input type="checkbox"/>			
Initiated Date: 03/01/2016		Confirmation Number: ██████████0004			
Effective Date: 03/21/2016					
Name	ID Number	Account	Amount	CR/DR	Held
John Doe	██████34	11111111	\$1,500.00	CR	
Jane Doe	██████76	00000000	\$1,500.00	CR	
Mary S	██████56	11111111	\$1,500.00	CR	
Total Debits \$0.00			Total Credits \$4,500.00		Offset Account xxxxxxxxxxxx4567 D
					Return

3. Select **Search** to filter your search results, and then select **Submit**.

The Search Option

Use the **Search** option to locate a specific type of transaction or a specific user.

Use this option at **Cash Manager > ACH** in the *Search Records* section. Enter the necessary search criteria, and then select **Search**.

Search Records ?

Name

ID Number

Batch

Amount -

Prenote

Held

[Search](#)

Once the search is complete, an information message telling how many results were found and the search results appear. You can modify or delete batches from this screen.

Information Message: 4 record(s) found								
Search Results ?							Total Transactions 4	View 10 20 50 100
Name	ID Number	Batch	Account	Amount	CR/DR	Held		
Adam S	45	January Payroll	123456	\$500.00	CR		Edit Delete	
Mary S	56	Payroll_2016	11111111	\$1,500.00	CR		Edit Delete	
Adam S	76	HrlyPyr12016	123456	\$1,200.00	CR		Edit Delete	
Mary S	56	Bonus_2016	11111111	\$1,500.00	CR		Edit Delete	

[Return](#)

NOTE

Transactions in a batch with an Initiated or Processed status cannot be modified or deleted until the batch returns to the Ready status.