ACH User Guide

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Central Bank Holiday Schedules

Date	Holiday	ACH	Wire
11/23/2017	Thanksgiving	Yes	Yes
12/25/2017	Christmas	Yes	Yes
01/01/2018	New Year's Day	Yes	Yes
01/15/2018	Martin Luther King Day	Yes	Yes
02/19/2018	President's Day	Yes	Yes
05/28/2018	Memorial Day	Yes	Yes
07/04/2018	Independence Day	Yes	Yes
09/03/2018	Labor Day	Yes	Yes
10/08/2018	Columbus Day	Yes	Yes
11/12/2018	Veterans Day	Yes	Yes
11/22/2018	Thanksgiving	Yes	Yes
12/25/2018	Christmas	Yes	Yes

NOTE: For holidays falling on Saturday, Federal Reserve Banks and Branches will be open the preceding Friday. For holidays falling on Sunday, all Federal Reserve Banks and Branches will be closed the following Monday.

ACH transactions are prohibited from having an effective date for any of the above Federal Reserve Holidays.

NOTE: Central Bank does not observe Columbus Day, but you will still need to follow this schedule for Entry and Transmission Effective Dates for ACH files.

Memorandum

ACH File Cut-off is 5:00 PM ET. Files with the Effective Date of the next business day must be released before 5:00 PM ET on the current business day.

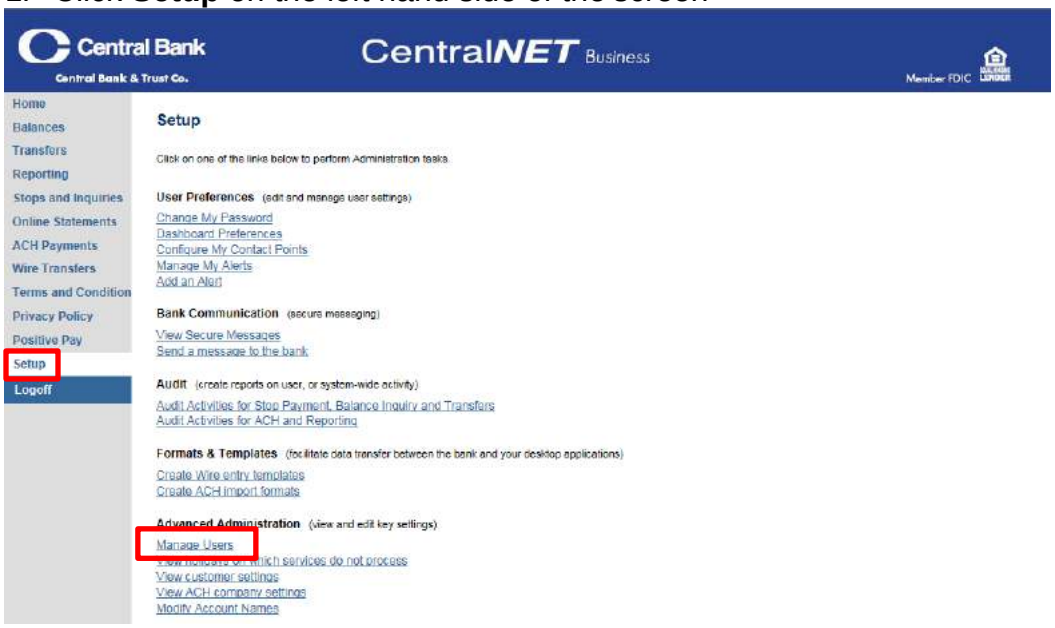
We suggest that the setup of a new ACH Database be completed 7 to 10 days prior to the first live transmission date & prenotes be initiated at that time of the Database creation.

ACH is a common cash management medium used to electronically collect or disburse a variety of payments. CentralNET Business is specifically designed to accommodate all of your ACH needs whether the function is payroll, vendor payment, cash concentration or taxes.

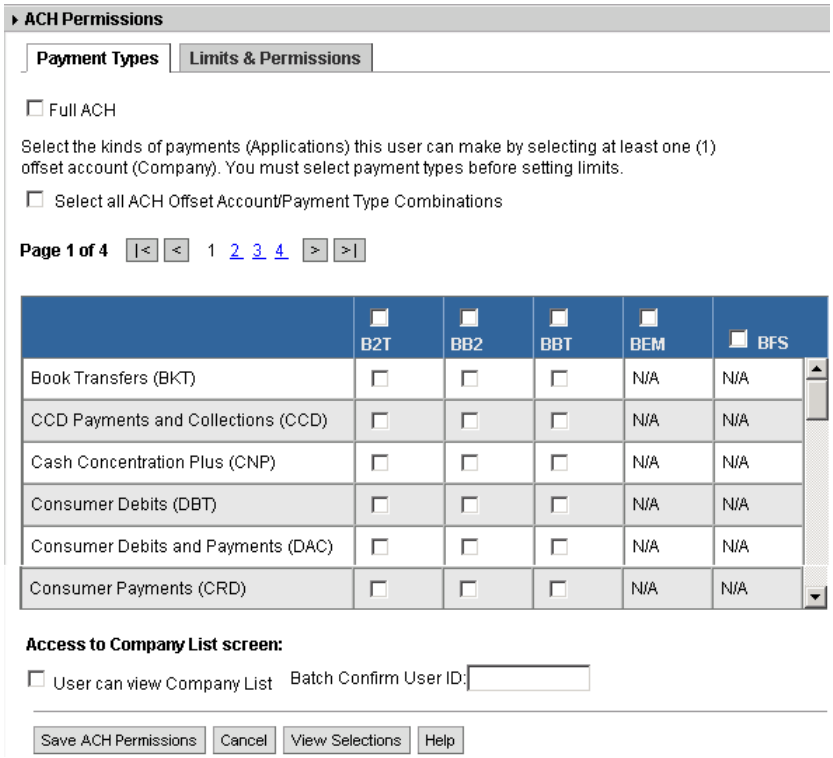
ACH User Setup

In order for additional users to be able to create, modify, or release ACH transactions they must have access to ACH Payments. This section describes how to assign ACH permissions to your users.

1. Click **Setup** on the left hand side of the screen



2. Click **Manage Users**
3. Click the User Name that you are going to edit
4. Click **ACH Permissions**



5. Select **Full ACH**

6. **Assign Payment Types** (these are company specific)
7. Click Save ACH Permissions.
8. Click the **Limits and Permissions Tab.**
9. Enter amounts to establish a baseline limit for the user
    a. Single **Transaction** (Maximum amount for a single entry)
    b. **Batch Creation** (Maximum amount for a group of entries in the same file)
    c. **Batch Release** (Maximum batch creation amount that may be transmitted for processing)
    d. **Daily Release** (Maximum amount that may be submitted to the bank for processing in a single day)
10. **Establish Database Permissions** (these are company specific)
    a. **Add/Delete**: Allows a user to add or delete a database
    b. **Create Batch**: Allows a user to create a batch
    c. **Import**: Allows a user to bring a file in from their software or a template (this is available by request)
    d. **Export**: Allows a user to export CentralNET files to a Word or CSV file (this is available by request)
    e. Edit/View
        i. Edit Summary: Allows the user to Edit Information about databases (name, settlement, etc.)
        ii. Edit Summary & Detail: Allows the user to edit both summary and detail information
        iii. Edit Summary, View Detail: Allows a user to do summary functions & view detail (allows the user to view information on entries)
        iv. View Summary & Detail: Allows the user to view summary and detail information

    NOTE: The best choice for users creating or transmitting ACH information is Edit Summary & Detail.
11. **Transaction Permissions** (these are company specific)
    a. Release: Allows your user to send/transmit ACH transactions to the bank for processing
    b. Delete: Allows your user to delete ACH batches
    c. Report: Allows your user to run reports on ACH batches
    d. Validator: Allows your user to upload NACHA files

    NOTE: Validator is available by request; please contact Corporate Services to enable this functionality.
12. Click Save ACH Permissions

Methods of Creating your ACH

I. **Database**
II. **ACH Validator**

I. ACH Databases allow you to house information (payroll, taxes, vendor, etc.) within CentralNET**.** This option provides you an efficient and effective means of managing your electronic payments and/or concentrations. The only time using ACH Databases would not be ideal is if your accounting software generates a NACHA file that can be imported into CentralNET.

II. ACH Validator is CentralNET's method of accepting NACHA files created from third party accounting software programs. If you plan on using ACH Validator you may see more information relevant to this processing method below under the heading ACH Validator.

Database Setup

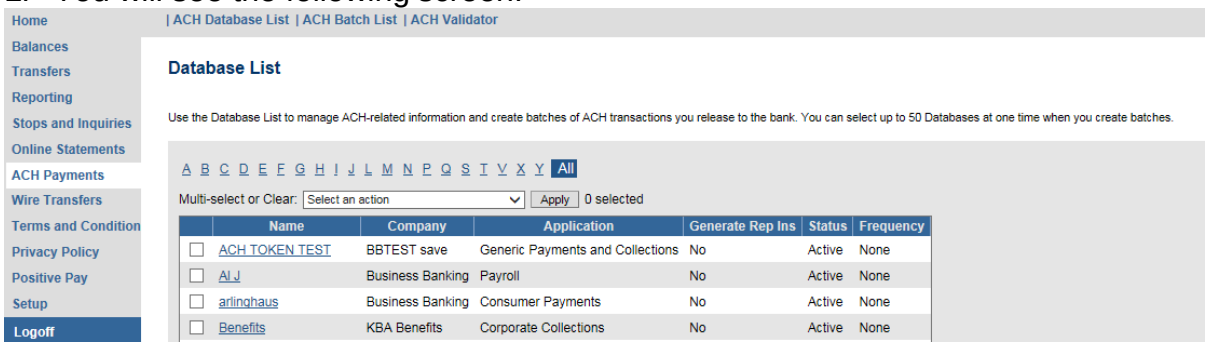
When you create and use CentralNET ACH Database for processing, the following process is often utilized:

I. Create or Edit a Database.
II. Create a batch.
III. View and Report on Batches.
IV. Release Batches for processing.

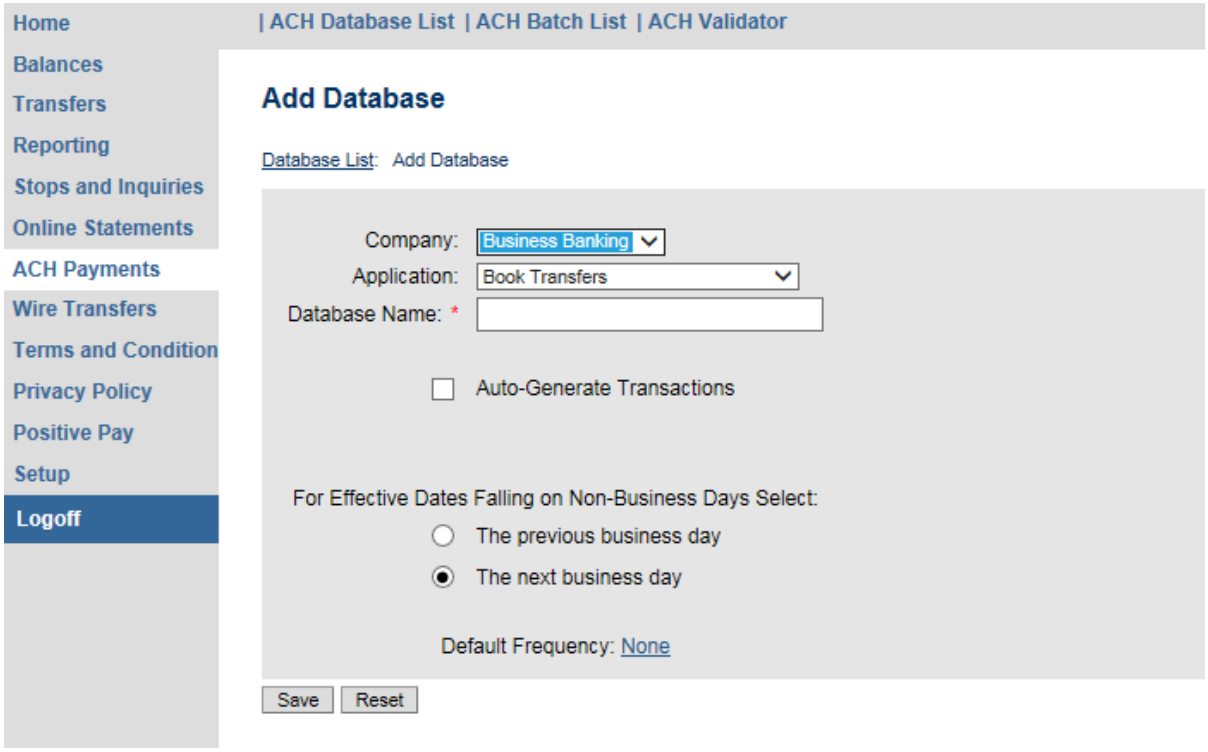
I. Creating & Editing a Database

Create Database

1. From your Home screen click on **ACH Payments (left hand side of the screen)**. All ACH Products are housed within ACH Payments; including Taxes, ACH Credit, ACH Debit, and ACH Validator.
2. You will see the following screen:



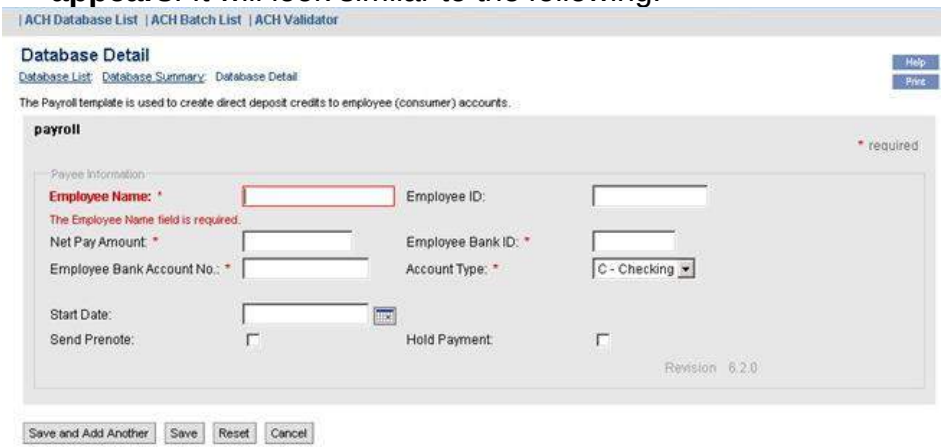
3. At this point you are going to **Create** your **ACH Database (file) by clicking the Add button at the bottom of the screen.**
4. The following screen will appear.



5. Your company name should be displayed or select the **appropriate Company** from the drop down list if you have more than one company.
6. From the **Application** drop down list select the **appropriate type of payment;** Payroll, Vendor Payments, Customer Debits, etc. (which are for cash concentration or to debit clients for services rendered).
7. Enter a **Database name**: ex. “Hourly Payroll”
8. Select your option regarding effective dates falling on non-business dates; your choice is either **‘The previous business day’** or ‘**The next business day’ by clicking beside your choice**.

   NOTE: This option is important when payroll falls on a Saturday, Sunday or a holiday. For example, if you select previous business day and the pay date is Saturday or Sunday your employees will be paid the Friday before the weekend; if you select next business day they will be paid the following Monday.
9. Click **Save**.
10. The following screen will appear.

11. Click **Add** to add an entry for the database. A **Database Detail Screen appears**. It will look similar to the following.



12. These are **required fields**.
    a. Employee Name: this is simply the name of the recipient of the credit.
    b. Employee ID: this is how your organization identifies this person.
    c. Net Pay Amount: this is your employee's net pay.
    d. Employee Bank ID: this is the employee's financial institution's routing number, which can be found at the bottom left of a check and will always be 9 digits long.

    NOTE: Do not use a deposit slip from your employee as they are often coded for internal use by that bank and may produce inaccurate results.

    e. Employee's Bank Acct No: Enter the account number to be credited. Be sure to key the account number exactly as you see it on the check.

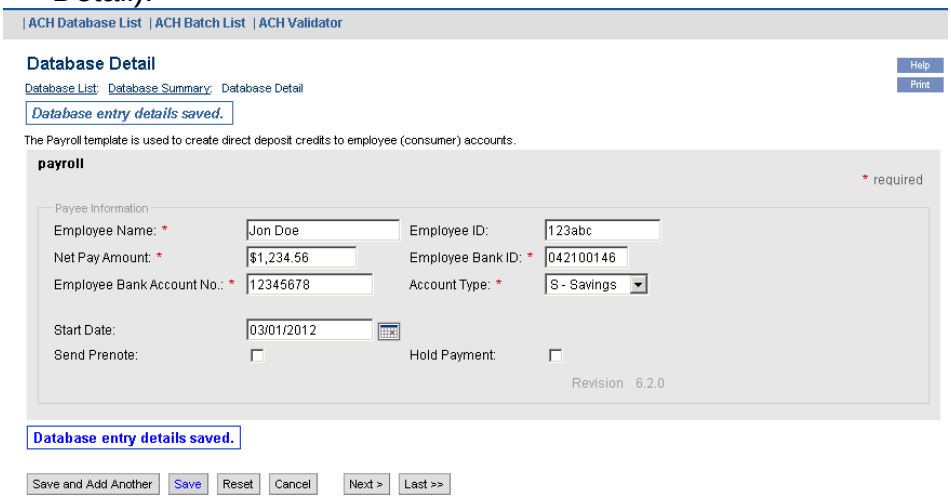
    NOTE: Do not key the check number in with the account number.

    f. Click on the drop down arrow and select what type of account this is for the employee.

    These are optional fields:

    g. Start Date: This is the date you want the employee to begin receiving compensation via ACH.
    h. Click in the **Send Prenote** box. These are not required fields, but we strongly suggest that you send prenotes out. Prenotes are zero dollar transactions that are sent to the employee's bank to validate the routing number and account number.
    i. The Hold Payment box can be used if an employee that is typically paid will not be paid this week. Unselect the Hold Payment box and the next time the employee will receive pay, unclick the box.
13. When you have finished entering the details click **Save or Save and Add Another.**

14. Repeat the above steps for each entry you wish to add to your database.
15. After entering and saving your last entry **click Database Summary** (in blue along the top of the screen in between Database List and Database Detail).



16. Now you may view all of your Database entries and make changes if necessary.
    NOTE: To view all entries you will need to click on the all button above the database header fields.
17. At this point in time you may move onto create batch if all the amounts are accurate for your employees**.**

Editing a Database

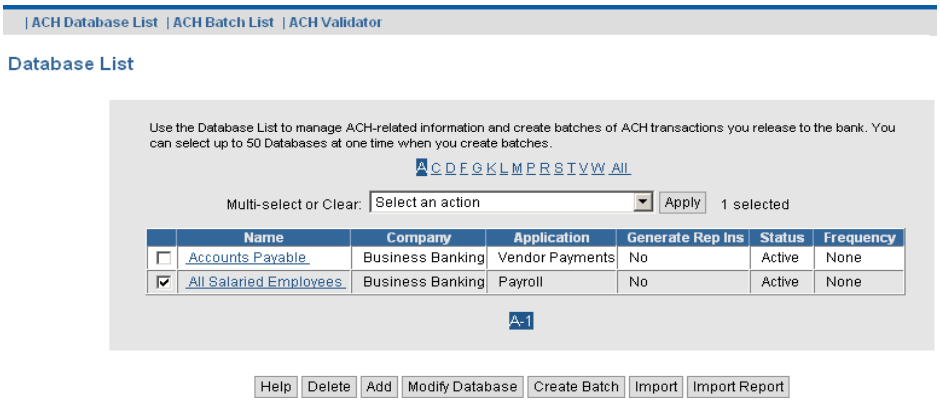
You will edit a database whenever an employee's pay changes or their bank information is modified.

1. Go to **ACH Payments**
2. Click on **ACH Database List**
3. Click on the **name of your database**
4. **Select the entry** you wish to modify (you may click on the name to change bank information or click in the amount field to change pay information)
5. Modify the entry and click on **save**

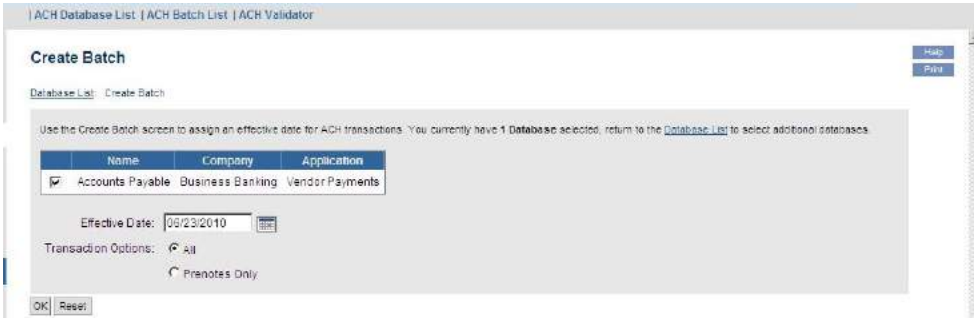
II. Creating a Batch

You **MUST** create a batch before any ACH Payment will be completed

1. Go to **ACH Payments.**
2. Click on **ACH Database List**
3. From the **Database List** screen, **select** the **appropriate database** by placing a check in the box beside the entry

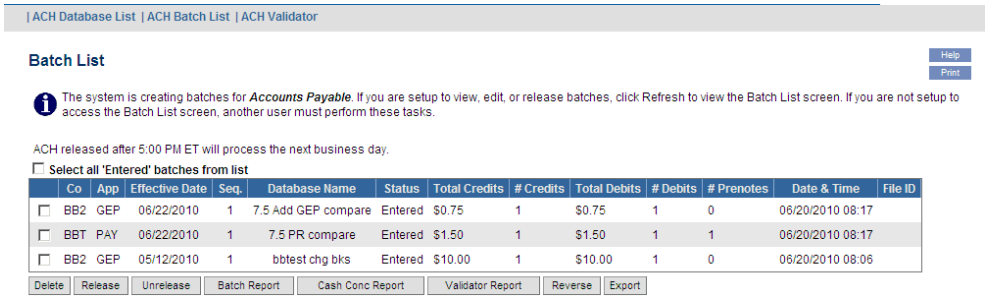


4. Click **Create Batch**.



5. Enter the **Effective Date**; this is the date you want the transactions to settle.
6. Leave the **Transaction Options set to All**
   NOTE: If you have a new database for which you have not yet created prenotes, we suggest that you create and transmit prenotes; therefore, select Prenotes only the first time.
7. Click **OK**.

8. You will be taken to the ACH Batch List Screen

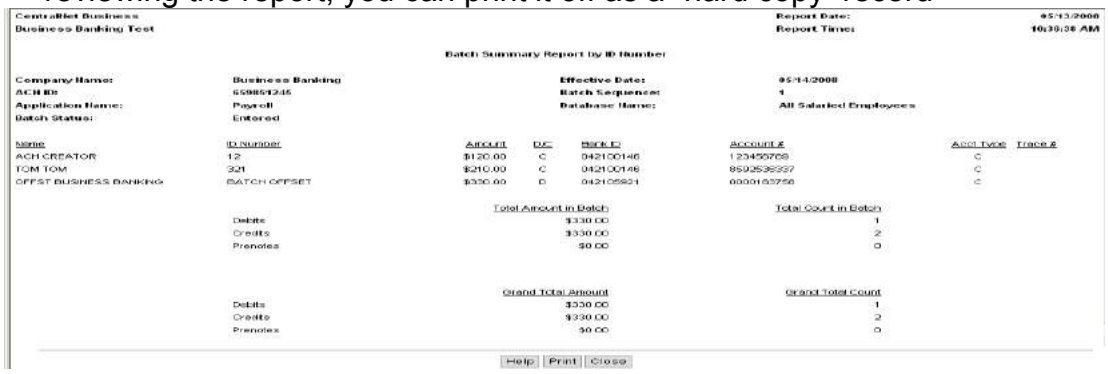


9. Note the ℹ message is telling you the system is creating batches for your Database. You will need to hit **F5** or the refresh button on your browser for your database to populate in the list.

NOTE: We recommend that you run a report on any and all batches before you release the batch for processing. Thus, please follow the steps in sections ***III*** **(View and Report on Batches)** and ***IV*** **(Release Batches for Processing).**

III. View and Report on Batches

1. Go to **ACH Payments**
2. Click on **ACH Batch List**
3. View each Database's totals in the **Total Credits** and **Total Debits** columns
4. Select the check box next to one or more batches that you wish to see a report on
5. Click **Batch Report at the bottom of the screen.** Click Display from the Batch Summary Report. Report results appear in a new window. After reviewing the report, you can print it off as a "hard copy" record



IV. Release Batches for Processing

1. Go to **ACH Payments**
2. Click on **ACH Batch List**
3. Select the check box next to the batch you want to release; then click the **Release button at the bottom of the screen. If you do not have release authority, then the individual within your organization designated with that responsibility will have to release the batch.**
4. Once you have clicked on the Release button you will be asked to enter your Passcode from your ACH token.
5. A **confirmation number** will appear at the top of the Batch List screen, stating the **batch has been released**

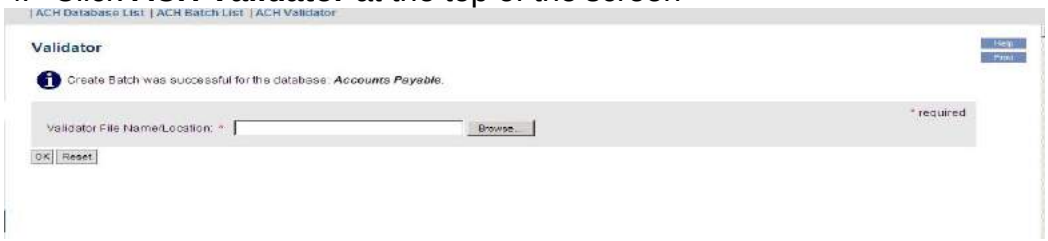
View the status area to confirm release and acceptance by Central Bank. After you have released the batch the "Status" field changes from "Entered" to "Released." The status will change to "Submitted" when processing is complete. Likewise, the "Date and Time" columns update when your batch status changes to Submitted. From this page you may hit the F5 button on your keyboard or the refresh button on your internet browser to view updates.

Uploading ACH Payments

Organizations that utilize accounting systems that generate NACHA formatted files have the ability to use CentralNET's ACH Validator. ACH Validator allows direct import of NACHA files from accounting software and batch creation. Likewise, ACH Validator verifies the NACHA file generated by the accounting package meets NACHA guidelines for settlement. Once the file is validated, you may run Batch Summary reports and release your file for processing.

ACH Validator

1. Create a **NACHA file** with your accounting software
2. Log into **CentralNET Business**
3. Click **ACH Payments** on the left hand side of the screen
4. Click **ACH Validator** at the top of the screen



5. Click **Browse.**

6. Locate and **Open** your **NACHA file**. The path to the file displays in the **Validator File Name/Location text box**.
7. Click **Open**
8. The following message will be displayed: **Validation was successfully started for the file (file name)**
9. Click **"Refresh"** on the browser toolbar to view the results of the Validator import
10. When validation is complete, **one of four messages** display depending on the outcome of validation
    a. Validation of the file (file name) into the database was successful.
    b. Validation of the file (file name) was successful with exceptions.
        i. View the Validator Report to understand why exceptions occurred; to view the report click **Validator Report**
        ii. If you wish to **process the batch without the exceptions** access your file and **delete the "5"** records identified as issues
    c. Validation of the file (file name) into the database failed
        i. Review your file for errors.
    d. Validation of the file (file name) completed without processing. There are no records to process.
        i. Review your file for errors

11. Once you have **received successful validation** of your file go to **ACH Payments** and select **ACH Batch List**
12. Place a **check mark** beside the **batch** you **created**
13. Click **Release;** if you do not have release authority then the user with that responsibility will need to log-in and release the batch
14. Once you have clicked on the Release button you will be asked to enter in your Passcode from your ACH token
15. A **confirmation number** will appear at the top of the Batch List screen, stating that the **batch has been released**.
    a. View the status area to confirm release and acceptance by Central Bank. After you have released the batch the "Status" field changes from "Entered" to "Released." The status will change to "Submitted" when processing is complete. Likewise, the "Date and Time" columns update as batch status changes.

Additional Information

If you have any problems processing your ACH transactions, please call CentralNET Client Services at 859-253-6338 or Central Bank's Corporate Services Department at 859-253-8743 in Lexington or 502-420-1332 for Louisville and Northern Kentucky. Office Hours are Monday-Friday 8am-5pm.