

Exchange

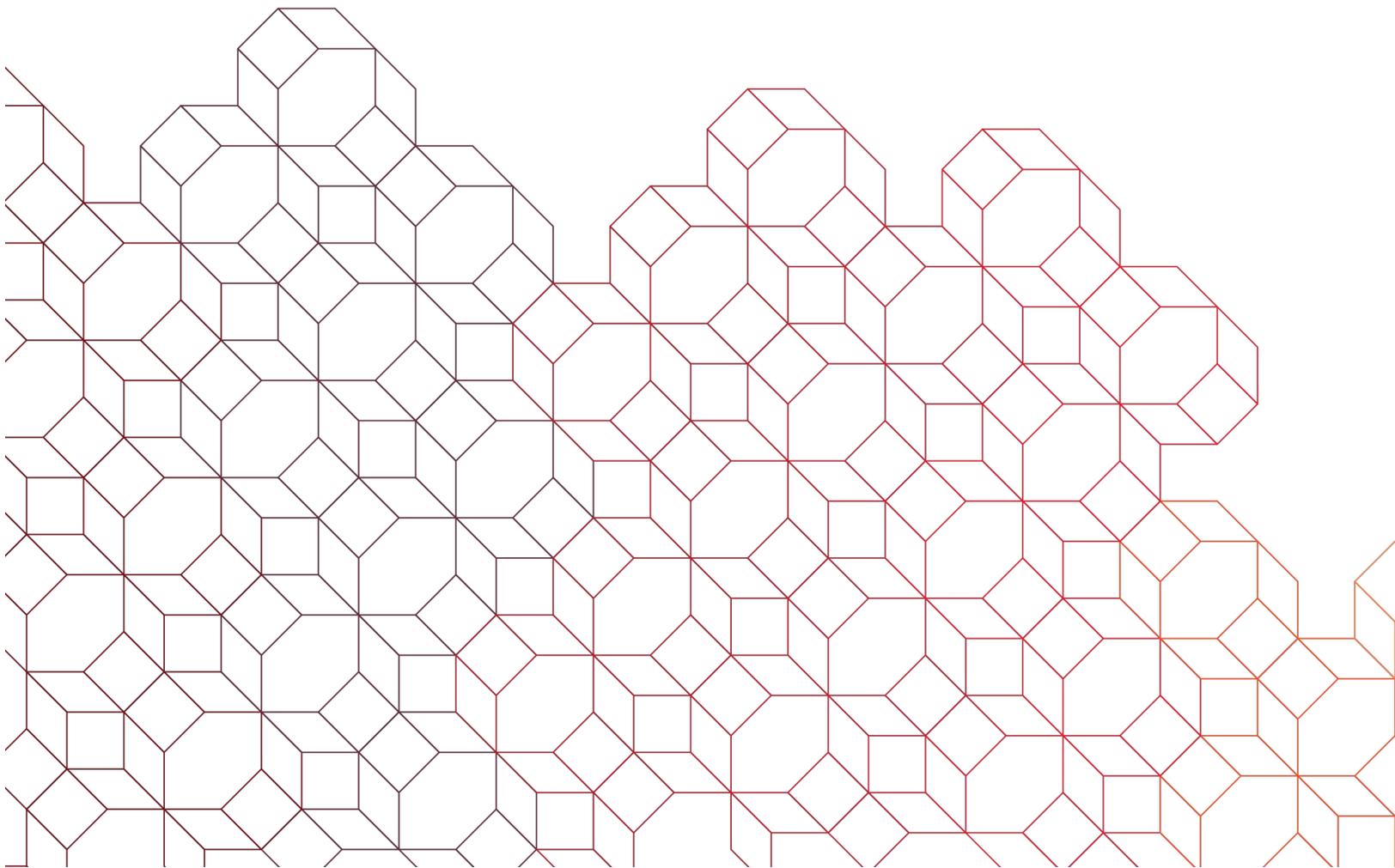


ACH Payments

This Quick Reference Guide will assist you with instruction to perform ACH Payments within the application. ACH payments include ACH payment Credits, ACH collection Debits, ACH tax payments and how to use the “copy as” features. Use the table of contents below to navigate to different topics within this guide.

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Send an ACH Payment

After selecting "Add a Payment" from the "Payments" tab, you are directed to a new screen to create a "New Payment".

- Select the "Payee Name" from the drop-down list of beneficiary contacts in the Address Book. If there is only one account associated with the payee, the next two fields will auto complete.
- Select the "Payee Account" from the drop-down list of accounts created for the beneficiary contact.
- From "Payment Method", select "Standard Payment ACH".
- Select the "From Account", to withdraw funds for the ACH Payment, which would be your "Company Name/ID".

- Select the "Payment Date" when the ACH payment is to be received. A message displays beneath with a reminder that the ACH must be approved before the cut off for the day it must be sent.
- Key in the "Payment Amount" for the ACH payment.
- Comments are available, but they do not follow the ACH payment.
- "Make Recurring" check box, select to have this ACH automatically initiate on a scheduled basis and define the schedule. Recurring payments require approval before final release for each initiated occurrence. Refer to the [Recurring Payments Quick Reference Guide](#) to learn more.
- Click "Verify" after all information has been supplied.



Send an ACH Payment cont'd.

← Create a New Payment

○ Enter Details — ● Verify

Payee Name
My test company

Payee Account
123456789 - 103900036 - BOKF NA

Payment Method
Standard Payment (ACH)

From Account
0130000022 / DEMO ACH COMPANY

Payment Date
07/12/2024

Payment Amount
3,000.00 USD

- A “Verify Payment Details” window displays to verify the ACH information. If everything is correct, click “Submit”.
- If changes are needed, click “Edit”.

3,000.00 USD on 12 Jul 2024

Submit
Edit
Cancel

You are then directed back to the Payments List View.

- All ACH Payments initiated in the system require secondary approval before they are released to the bank. They will appear in the Payments list view as “**Incomplete Approval**” or “**Entered**” until approved.
- You may continue to modify the ACH payment until approved.
- If the payment is **entered** successfully, you will see the “Payment Submitted” green bar message and the ACH Payment is in the list view in an “Entered” status.

Reminder: You may need to adjust your list view settings or filters to display in your preferred format.

⊕ Add A Payment ⊕ Add a Collection ⊕ Add a New Tax Payment

✔ Payment Submitted
 ID: 2165
 To: My test company
 From: DEMO Operating Account 0130000022
 Amount: 3,000.00 USD
 Value Date: 07/12/2024
 Payment Type: Standard Payment (ACH)

Filter Select fields Set As Default My Payments Filters

All	Actions	Payee	Amount	Credit Currency	Payment Date	Status	Payment Type	Reject Reason
<input type="checkbox"/>	View	intl test	500.00	MXN	07/12/2024	Released	Wire Transfer - International	
<input type="checkbox"/>	View	My test company	3,000.00	USD	07/12/2024	Entered	Standard Payment (ACH)	



Send an ACH Collection

After selecting "Add a Collection" from the "Payments" tab, you are directed to a new screen to create a "New Collection".

← Create a New Collection

Enter Details Verify

* Payer Name

* Payer Account

* To Account

- Select the "Payer Name" from the drop-down list of beneficiary contacts in the Address Book. If there is only one account associated with the payer, the next two fields will auto complete.
- Select the "Payer Account" from the drop-down list of accounts created for the beneficiary contact.
- Select the "To Account", to credit funds for the ACH collection, which would be your "Company Name/ID".

* Collection Date

07/12/2024

Payment must be approved by 07/11/2024 20:00 CDT

* Collection Amount

USD

Comments (this will NOT be included in the payment - for internal use only)

Recurrence Information

Make Recurring

0.00 USD on 12 Jul 2024

Verify Save for Later Cancel

- Select the "Collection Date" when ACH collection is to post. A message displays beneath with a reminder that the ACH must be approved before the cut off for the day it must be sent.
- Key in the "Collection Amount" for the ACH Collection.
- Comments are available, but they do not follow the ACH collection.
- "Make Recurring" check box, select to have this ACH automatically initiate on a scheduled basis and define the schedule. Recurring collections require approval before final release for each initiated occurrence. Refer to the [Recurring Payments Quick Reference Guide](#) to learn more.
- Click "Verify" after all information has been supplied.



Send an ACH Collection cont'd.

← Create a New Collection

○ Enter Details ● Verify

Payer Name
My test company

Payer Account
123456789 - 103900036 - BOKF NA

To Account
0130000022 / DEMO ACH COMPANY

Collection Date
07/12/2024

Collection Amount
1,000.00 USD

- A "Verify Payment Details" window displays to verify the ACH information. If everything is correct, click "Submit".
- If changes are needed, click "Edit".

1,000.00 USD on 12 Jul 2024

Submit
Edit
Cancel

You are then directed back to the Payments List View.

- All ACH Collections initiated in the system require secondary approval before they are released to the bank. They will appear in the Payments list view as **"Incomplete Approval"** or **"Entered"** until approved.
- You may continue to modify the ACH collection until it is approved.
- If the collection is **entered** successfully, you will see the "Payment Submitted" green bar message and the ACH Collection is in the list view in an "Entered" status.

Reminder: You may need to adjust your list view settings or filters to display in your preferred format.

○ Payment Submitted
 ID: 2166
 To: My test company
 From: DEMO Operating Account 0130000022
 Amount: 1,000.00 USD
 Value Date: 07/12/2024
 Payment Type: Standard Collection (ACH)

Filter Select fields My Payments Filters

<input type="checkbox"/> All	Actions	Payee	Amount	Credit Currency	Payment Date	Status	Payment Type	Reject Reason
<input type="checkbox"/>	View	intl test	500.00	MXN	07/12/2024	Released	Wire Transfer - International	
<input type="checkbox"/>	View	My test company	1,000.00	USD	07/12/2024	Entered	Standard Collection (ACH)	
<input type="checkbox"/>	View	My test company	3,000.00	USD	07/12/2024	Entered	Standard Payment (ACH)	



Send an ACH Tax Payment

After selecting "Add a New Tax Payment" from the "Payments" tab, a "New Tax Payment" screen displays.

Originator Information

* Originator ID: DEMO ACH COMPANY-123456789 - Offset Account 0130000...x

* Value Date: 07/15/2024

Payment must be approved by 07/12/2024 20:00 CDT

Internal Comments

Stored with the transaction, but not forwarded with the payment

Originator Information

- Select the "Originator ID", to withdraw funds for the Tax Payment, which would be your "Company Name/ID".
- Select the "Value Date" when Tax Payment is to arrive.

Beneficiary Information

* Tax Authority: Federal - EFTPS

* Tax Type Code: 10416-Form 1041 - Estimated x

* 9 Digit EIN (No Hyphens):

* Tax Period End Date:

* Amount 1:

* Amount Type 1: Tax Type Code x

* Total Amount: USD Zero Dollar Live Entry

Create Prenote Hold

Beneficiary Information

- Select the "Tax Authority".
- Select the "Tax Type", choices are based upon the Tax Authority selection.
- Additional fields will display based upon the prior to selections and will not be the same for all Tax Payments.
- Complete all remaining required fields.

[Add Another Beneficiary](#) [Clear Beneficiary Info](#)

6,000.00 USD to 0 Beneficiary on 15 Jul 2024

Save this payment as a template for future use ⓘ

* Template Code ⓘ

* Template Description

Submit Save for Later Cancel

Final Steps

- Click "Add Another Beneficiary" to create another Tax Payment.
- Optional - If needed, you may save this tax payment as a template. Select "Save this payment as a template for future use" check box and supply a "Template Code" and "Template Description".
- Click "Submit" after all information has been supplied.



Send an ACH Tax Payment cont'd.

You are then directed back to the Payments List View.

- All Tax Payments initiated in the system require secondary approval before they are released to the bank. They will appear in the Payments list view as **“Incomplete Approval”** or **“Entered”** until approved.
- You may continue to modify the Tax Payment until it is approved.
- If the Tax Payment is **entered** successfully, you will see the “Payment Submitted” green bar message and the Tax Payment is in the list view in an “Entered” status.

Reminder: You may need to adjust your list view settings or filters to display in your preferred format.

Max display of info: 93 days ⓘ

⊕ Add A Payment ⊕ Add a Collection ⊕ Add a New Tax Payment

✓ Payment Submitted

ID: 2175
 To: IRS 123456789
 From: DEMO Operating Account 0130000022
 Amount: 6,000.00 USD
 Value Date: 07/15/2024
 Payment Type: Tax Payments

Filter Set As Default My Payments ▾ Filters

<input type="checkbox"/> All	Actions	Payee	Amount	Credit Currency	Payment Date	Status	Payment Type	Reject Reason	⚙
<input type="checkbox"/>	View ▾	IRS	6,000.00	USD	07/15/2024	Entered	Tax Payments		
<input type="checkbox"/>	View ▾	My test company	3,000.00	USD	07/12/2024	Approval Window Passed	Standard Payment (ACH)	Approval Window Passed	
<input type="checkbox"/>	View ▾	My test company	1,000.00	USD	07/12/2024	Approval Window Passed	Standard Collection (ACH)	Approval Window Passed	
<input type="checkbox"/>	View	intl test	500.00	MXN	07/12/2024	Released	Wire Transfer - International		



Copy as Payment from Payment

Based upon permissions, you can copy an approved payment or collection from the payments list to create a new payment or collection. When you copy a payment/collection, you can also edit as needed, then submit to send.

Payments | Payment Templates

Max display of info: 93 days ⓘ

⊕ Add A Payment | ⊕ Add a Collection | ⊕ Add a New Tax Payment

Filter: Select fields | All Payments | Filters

Payment Type: Ach | Clear

<input type="checkbox"/> All	Actions	Payee	Amount	Payment Date	Status	Payment Type	Entry Method	Approval Cutoff	ACH C
<input type="checkbox"/>	View	ACH Employee	10.53	05/10/2024	Approval Window Passed	Standard Payment (ACH)	One-Time Payment		1230C
<input type="checkbox"/>	View	Cheese & Crackers	4.22	05/01/2024	Released	Standard Payment (ACH)	One-Time Payment		12345
<input type="checkbox"/>	View	Make Recurring Payment	15.00	05/07/2024	Approval Window Passed	Standard Payment (ACH)	One-Time Payment		1230C
<input type="checkbox"/>	View	my test company	3,000.00	07/12/2024	Approval Window Passed	Standard Payment (ACH)	One-Time Payment		12345
<input type="checkbox"/>	View	12345Advanced Client	3.00	05/10/2024	Released	Standard Payment (ACH)	One-Time Payment		1230C

← Copy As Payment

Enter Details

Payment Information

* Payee Name
Cheese & Crackers

* Payee Account
654321456 - 011000015 - FEDERAL RESERVE BANK OF BO...

* Payment Method
Standard Payment (ACH)

* From Account
Value no longer valid

* Payment Date
07/31/2024

Payment must be approved by
07/30/2024 20:00 CDT

* Payment Amount
4.22 USD

Comments (this will NOT be included in the payment - for internal use only)

Recurrence Information

Make Recurring

4.22 USD on 31 Jul 2024

Verify | Save for Later | Cancel

- From the "Actions" menu of an approved or released payment or collection, select "Copy as Payment".
 - Once the payment/collection is displayed, make necessary changes and click "Verify".
 - The process will follow the same final steps as sending a payment from "Add a Payment" or collection from "Add a Collection".
- Note:** Copy as Payment does not alter the approved payment/collection. It only uses the information within it to create a new ACH transaction.



Copy as Template from Tax Payment

Based upon permissions, you can copy an approved tax payment from the payments list to create a new tax template. When you copy a tax payment as a template, you can also edit as needed.

Payments | Payment Templates

Max display of info: 93 days ⓘ

⊕ Add A Payment ⊕ Add a Collection ⊕ Add a New Tax Payment

07/12/2024 01:22 PM

Filter: Select fields

All Payments Filters

Payment Type: Tax Status: Released Clear

<input type="checkbox"/> All	Actions	Payee	Amount	Payment Date	Status	Payment Type	Entry Method	Approval Cutoff	Reject Reason
<input type="checkbox"/>	View	TESTTAX	5.30	05/30/2024	Released	Tax Payments	One-Time Payment		
<input type="checkbox"/>	View		5.00	04/30/2024	Released	Tax Payments	One-Time Payment		

Viewing 1-2 of 2 records

- From the "Actions" menu of an approved or released tax payment, select "Copy as Template".
 - Once the Template screen displays, provide the "Template Code" and "Template Description".
 - Select "Modify" from the "Actions" menu to make any edits necessary to the entry.
 - Click "Add Another Beneficiary" to create another Tax Payment to include in the template.
 - Click "Save" once all template information is complete.
- Note:** Copy as Template does not alter the approved payment only uses the information within it to create a new template.

Template Information

* Template Code * Template Description Maximum Amount USD

Originator Information

* Originator ID Internal Comments

SB ACH CREDITS-9123456013

Stored with the transaction, but not forwarded with the payment

Beneficiary Information

Filter: Select fields

Edit Hold All Beneficiaries Filters

<input type="checkbox"/> All	Actions	Tax Authority	Tax Type Code	Tax Payer ID	Amount	CCY	Prenote	Hold	Status	Addenda
<input type="checkbox"/>	View	Federal - EFTPS	10416	123456789	5,000.00	USD	No	No		TXP*123456789*10416*210331*10416*500...

Viewing 1-1 of 1 records

Display 50 per page Page 1 of 1

Add Another Beneficiary Delete

5,000.00 USD to 1 Beneficiary

Save Cancel



Copy as Payment from Tax Payment

Based upon permissions, you can copy an approved tax payment from the payments list to create a new tax payment. When you copy a tax payment, you can also edit as needed, then submit to send.

Payments Payment Templates

Max display of info: 93 days ⓘ

[+ Add A Payment](#)
[+ Add a Collection](#)
[+ Add a New Tax Payment](#)
07/12/2024 01:22 PM

Filter All Payments [Filters](#)

Payment Type Tax
Status Released
[Clear](#)

<input type="checkbox"/> All	Actions	Payee	Amount	↓ Payment Date	Status	Payment Type	Entry Method	Approval Cutoff	Reject Reason
<input type="checkbox"/>	View	TESTTAX	5.30	05/30/2024	Released	Tax Payments	One-Time Payment		
<input type="checkbox"/>	View		5.00	04/30/2024	Released	Tax Payments	One-Time Payment		

Viewing 1-2 of 2 records

- From the "Actions" menu of an approved or released tax payment, select "Copy as Payment".
 - Once the Tax Payment screen displays, select "Modify" from the "Actions" menu to make any edits necessary to the entry.
 - Click "Add Another Beneficiary" to create another Tax Payment to be included in the payment.
 - Click "Submit" once all edits are complete.
 - The process will follow the same final steps as sending a tax payment from "Add a Tax Payment".
- Note:** Copy as Payment does not alter the approved payment only uses the information within it to create a new payment.

Originator Information

* Originator ID * Value Date

Payment must be approved by 07/12/2024 20:00 CDT

Internal Comments

Stored with the transaction, but not forwarded with the payment

Beneficiary Information

Filter Edit Hold All Beneficiaries [Filters](#)

All Beneficiaries

<input type="checkbox"/> All	Actions	Tax Authority	Tax Type Code	Tax Payer ID	Amount	CCY	Prenote	Hold	Status	Addenda
<input type="checkbox"/>	View	Federal - EFTPS	10416	123456789	6,000.00	USD	No	No	Entered	TXP*123456789*10416*240630*10416*600000\

Viewing 1-1 of 1 records Display 50 per page Page 1 of 1

[Add Another Beneficiary](#)
[Delete](#)

5.28 USD to 1 Beneficiary on 15 Jul 2024

Save this payment as a template for future use ⓘ

[Submit](#)
[Cancel](#)

