

# Cash Management, ACH, & Wire User Guide

Follow the instructions in this guide to quickly start getting the most from your Cash Management, ACH, and Wire user experience. Please contact us if you have any questions.



[www.heritagebanknevada.com](http://www.heritagebanknevada.com)



# Table of Contents

<b>Set Login Credentials</b> . . . . .	<b>2</b>	Download a Batch . . . . .	23
<b>First Time Login</b> . . . . .	<b>4</b>	Copy a Batch . . . . .	24
<b>Accessing Cash Management</b> . . . . .	<b>5</b>	Delete a Batch . . . . .	24
<b>Options – Manage User Profile Settings in Cash Management</b> . . . . .	<b>6</b>	View ACH History . . . . .	25
Account . . . . .	6	Manage Tax Payments . . . . .	25
• Display Defaults . . . . .	6	ACH Search Option . . . . .	26
Alerts . . . . .	7	<b>Wire Transfers</b> . . . . .	<b>27</b>
ATM/Debit Card . . . . .	8	Wires List . . . . .	27
EPS – Remote Deposit . . . . .	8	Add Wire Instructions . . . . .	28
<b>Cash Management Reporting</b> . . . . .	<b>8</b>	Transmit Wire Transfer . . . . .	29
Prior Day . . . . .	9	• Transmit One-Time Single Wire . . . . .	29
Current Day . . . . .	9	• Transmit Repetitive Wire . . . . .	30
Position . . . . .	9	• Transmit Recurring Wire . . . . .	30
Activity . . . . .	10	• Transmit Dual Control Wire . . . . .	31
Summary . . . . .	11	▲ <i>Note: Dual control wires require two users to Approve             and Transmit the wire.</i>	
Saved . . . . .	11	<b>Manage Wires</b> . . . . .	<b>32</b>
<b>ACH</b> . . . . .	<b>12</b>	Edit Wire . . . . .	32
Create an ACH Batch . . . . .	13	Delete Wire . . . . .	32
ACH Batch List . . . . .	16	View Wire History . . . . .	33
Initiate ACH Batch . . . . .	16		
Upload a NACHA File . . . . .	19		
Create a Prenote Transaction . . . . .	20		
Quick Edit a Batch . . . . .	22		

**All available modules are displayed in this guide. Modules enabled for you will depend on your user access assigned by your Company's Online Banking Administrator.**

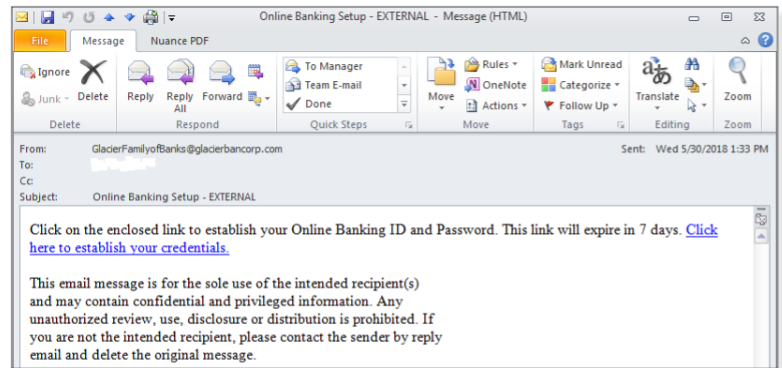
# Set Login Credentials

The Company Online Banking Administrator will send you an email when your user profile has been established.

## Step 1

Select the enrollment link within the bank's setup email.

- The **Activate Account** screen appears.



## Step 2

Create your Online Banking ID and password, confirm your password, and then click **Continue**.

Review the Terms and Conditions.

Click **I agree**, and then click **Accept** to proceed.

## Step 3

Select a watermark image, and then click **Submit**.

- This image appears at all future logons and on all pages in Online Banking.

Click **Continue** on the **Security Features** screen.

## Step 4

Select a question from each drop-down field, and then input an answer.

# Set Login Credentials

## Step 5

Click **Submit**, and then click **Confirm** on the **Settings Modification** screen.

- If needed, edit the answer before clicking Confirm. Once you click Confirm, you cannot modify questions and answers.

Enter or verify the email address on file, and then click **Submit**.

Settings Modification (optional)

If you would like to change the verification information you previously selected, please do so. It is not required that you change your information.

Question One: What is your spouse's middle name?  
Answer: Jane

Question Two: What was the name of your first pet?  
Answer: Buddy

Question Three: In which city did you meet your spouse?  
Answer: Anytown

Edit Confirm

## Step 6

You may be required to register a Security Token. Indicate if you have received your physical token or downloaded your VIP Access virtual token.

Register your Security:

Have you received your Security Token?

Yes No

## Step 7

Enter the **token Serial Number/Credential ID** and six-digit **Token/Credential Code**.

**▲ Note:** For physical tokens, the serial number is on the back of the token.

Click **Submit**. A Success message appears.

Register your Security:

Secure Token Users: Please enter the alpha-numeric Serial Number located on the back of your Secure Token beginning with AVT. Enter the Token/Credential Code, by pressing the button on the face of the secure token. Virtual Token Users: Please enter the 12-digit alpha-numeric Credential ID located within the VIP Access app. Please do not include any spaces. Enter the Token/Credential Code (Security Code) presented on the VIP Access app.

Serial Number/Credential ID

Token/Credential Code

Submit Cancel

## Step 8

On the face of the physical token or from the Symantec app, enter the six-digit **code**. Click **Submit**.

- You have now successfully set up your cash management credentials.

Secure Token Validation:

Enter the 6-digit security code from your Secure Credential.

Secure Token Code:

Submit Log Out

# First Time Login

After setting your credentials, [click here to log in to Online Banking](#). You can also access Online Banking from the Login option on our home page.

## Step 1

On the Login screen, enter the **Online Banking ID** you created as the Username. Click **Continue**.

Enter the **Online Banking Password** you created in the Password field. Click **Sign in**.

Click **Get started** on the next screen.

The screenshot shows a login form with two input fields: 'Username' containing 'username1234' and 'Password' which is masked with yellow bars. To the right of the password field is a 'Show' link. Below the fields is a 'Forgot?' link and a large green 'Sign in' button.

## Step 2

Select whether to receive the authentication via **Voice or text message** to the phone number on file, the **Authy** app, or to a different **Authenticator app**.

- If Voice or text message was selected, enter the **phone number** that is on file with the bank. Click **Next**.
- Select whether to receive the code via **Text message/SMS** or **Phone call**. Click **Send code**.

The screenshot shows three selection options, each in a box with a red border. The first option is 'Voice or text message' with a speech bubble icon. The second is 'Authy' with a circular icon. The third is 'Authenticator app' with a smartphone icon.

## Step 3

Check the email or text and enter the **Verification Code**. Click **Verify**.

- Click **Resend code** or **Try another way** if needed.
- Click **Don't ask for codes again while using this browser** if you are using a trusted device.

Click **Done** to enter Online Banking.

**▲ Note:** *If you clear your cache and cookies or didn't select the trusted device option, you will have to receive a verification code the next time you log in.*

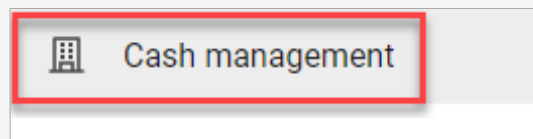
The screenshot shows a 'Confirm phone number' screen. It includes a text message icon, a notification that a text message will be sent to a masked phone number, and a 'Verification code' field containing '811346'. Below the field is a checkbox labeled 'Don't ask for codes again while using this browser' and a green 'Verify' button. At the bottom, there is a link for 'Resend code or Try another way'.

# Accessing Cash Management

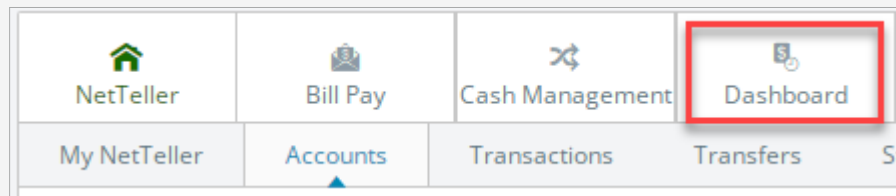
When you log into [Online Banking](#), you will be in our new online banking system. We have a helpful [Online Banking User Guide](#) to help you navigate the new system.

You will complete most of the basic online banking functions in the updated online banking system. These include viewing account and transaction information (balances, statements, stop payments, check order) along with making transfers between your accounts.

When you are ready to conduct your Bill Pay or other Cash Management transactions, click the **Cash management** option in the left pane of the new online banking system. This will take you into the prior system. All the functionality is the same as it was before.

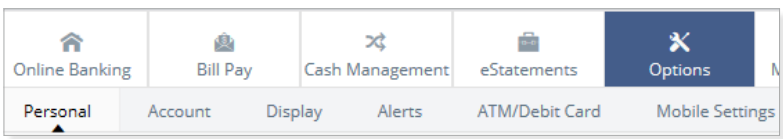


When you are ready to switch back to the new online banking system, click the **Dashboard** button in the top row.



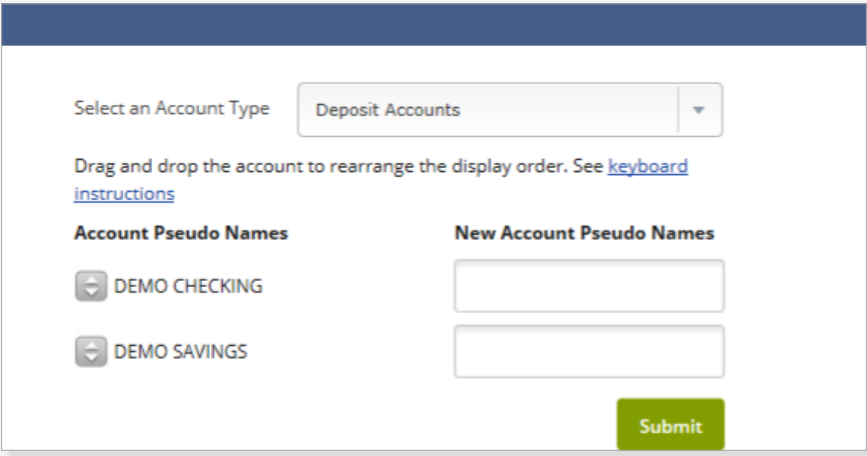
# Options – Manage User Profile Settings in Cash Management

All available Profile Settings modules are discussed in this section. Modules enabled for you will depend on your user access assigned by your Company’s Online Banking Administrator. Click the tab to access the available options for each online banking module.



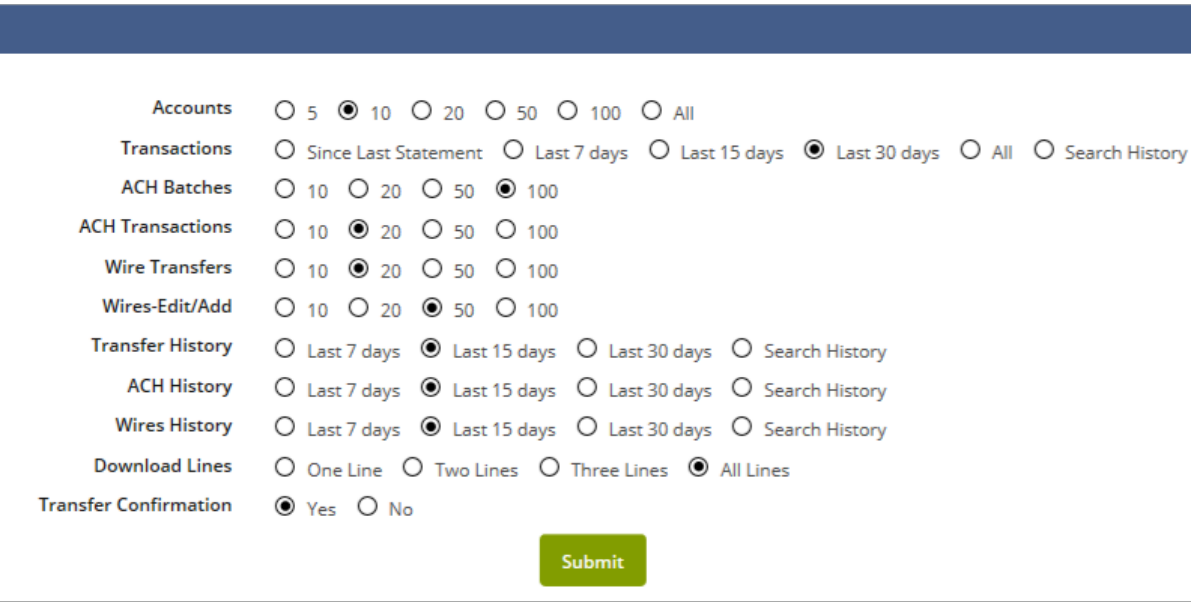
## Account

Users with the Full or Partial Administrator permissions can change account names and the appearance order of the accounts.



## Display Defaults

Use the Display tab to establish permissions and set the amount of data that appears.



# Options – Manage User Profile Settings in Cash Management

## Alerts

**Current Event Alerts** – Set up the items or watches that trigger alerts. Select event alerts to be sent to Cash Management and other online users when specific transactions, such as wire transmissions, ACH EDI transactions, and ACH batches are initiated through online banking.

Current Event Alerts <span>?</span>		<a href="#">Edit Event Alerts</a>
<b>When the following Occurs:</b>	<b>Alert Me:</b>	
Positive Pay Exceptions	With an Email	
Transfers Expired	With an Email	
ACH Batches Initiated	With an Email	
Wires Transmitted	With an Email	
Expiring Transfers	With an Email	
ACH Batches Uninitiated	With an Email	

**Current Balance Alerts** – Set up an alert to be notified when a balance is above or below a set amount.

Current Balance Alerts <span>?</span>				<a href="#">Add Balance Alerts</a>
<b>When Balance In:</b>	<b>Goes:</b>	<b>Amount:</b>	<b>Alert Me:</b>	
DEMO CHECKING	Below	\$0.01	With an Email	<a href="#">Edit</a> <a href="#">Delete</a>

**Current Item Alerts** – Set up an alert to be notified when a specific item number clears.

Current Item Alerts <span>?</span>
<b>When An Item clears:</b> <b>Account:</b>
There are currently no Item Alerts set up.

**Current Personal Alerts** – Set up an alert for a specific date or create a personalized alert message.

Current Personal Alerts <span>?</span>
<b>On the Following date:</b> <b>Remind me of:</b>
There are currently no Personal Alerts set up.



# Options – Manage User Profile Settings in Cash Management

## ATM/Debit Card

Business Debit Cards are listed on this page. Debit Cards can be activated or reported lost/stolen. Check the appropriate box. Click **Submit**.

Current Status	Activate	Lost/Stolen
Active	<input type="checkbox"/>	<input type="checkbox"/>
Active	<input type="checkbox"/>	<input type="checkbox"/>

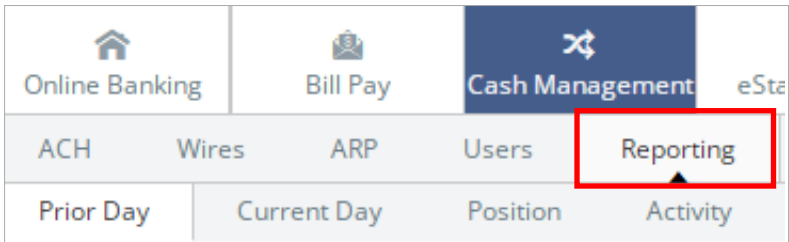
## EPS – Remote Deposit

Users with access to process Remote Deposits can click **EPS** to launch the Remote Deposit application.



# Cash Management Reporting

The Cash Management system offers various reporting options that will help you to manage your accounts. Click the **Reporting** tab to view the reports that best fit your needs.



# Cash Management Reporting

## Prior Day

Click the **Prior Day** tab and the account to view prior day balance information and activity totals.

Prior Day Information			
View Prior Day Information for: DEMO CHECKING			
Prior Account Information			
DEMO CHECKING / DEMO - ONLINE BANKING			
Close of Business.....	October 26, 2022	Prior Day Activity	
		Debits	Credits
Available Balance....	2.00		ACH Items
Collected Balance....	2.00	0.00	0.00
Ledger Balance.....	2.00		
Interest Rate.....	0.000000%		Inclearing
Hold Amount.....	0.00	0.00	0.00
One-day Float.....	0.00		Over-the-counter
Two-day Float.....	0.00	0.00	0.00
Three-day Float.....	0.00		
Over 3-day Float.....	0.00	0.00	0.00
			Wires
			Transfers
		0.00	0.00
			Total
		0.00	0.00

## Current Day

Click the **Current Day** tab and the account to view current day account information and activity totals.

Current Day Information			
View Current Day Information for: DEMO CHECKING			
Current Account Information			
DEMO CHECKING / DEMO - ONLINE BANKING			
As of Date.....	October 26, 2022	Current Day Activity	
		Debits	Credits
Available Balance....	2.00		ACH Items
Collected Balance....	2.00	0.00	0.00
Ledger Balance.....	2.00		
Interest Rate.....	0.000000%		Inclearing
Hold Amount.....	0.00	0.00	0.00
Current Available....	2.00		Over-the-counter
		0.00	0.00
			Wires
		0.00	0.00
			Transfers
		0.00	0.00
			Total
		0.00	0.00

## Position

Click the **Position** tab and the link to view the Cash Management data for prior day balance and transaction totals. The Position report displays all accounts tied to the Online Banking ID, regardless of user permissions.

```

7ad290d8-efb9-4aae-9099-757f6b051754 - Notepad
File Edit Format View Help
ACCOUNT NUMBER: ██████████ CHECKING
ACCOUNT NAME: ██████████
PRIOR DAY BALANCE INFORMATION
PRIOR DAY DATE: 01/31/16
TRANSACTIONS TOTALS SINCE LAST STATEMENT
ACH DEBITS: 0.00
ACH CREDITS: 0.00
ATM DEBITS: 0.00
ATM CREDITS: 0.00
CHECKS/OTH DEBITS: 0.00
DEPOSITS/OTH CREDITS: 1.00
PRIOR DAY DEBITS: 0.00
PRIOR DAY CREDITS: 1.00
OPENING LEDGER BAL: 75.33
CLOSING LEDGER BAL: 76.33
CLOSING AVAILABLE BAL: 75.33
CLOSING COLLECTED BAL: 75.33
HOLD AMOUNT: 0.00
ONE_DAY FLOAT: 0.00
TWO_DAY FLOAT: 0.00
THREE_DAY FLOAT: 0.00
OVER_3_DAY FLOAT: 0.00
PRIOR DAY TRANSACTIONS
DATE CHECK # AMOUNT DR/CR DESCRIPTION
02/01/16 0 1.00 CREDIT 02224083228686 test
TOTAL DEBITS: 0 TOTAL CREDITS: 100
CURRENT DAY BALANCE INFORMATION
CURRENT DATE: 03/09/16
CURRENT AVAILABLE BAL: 77.33
CURRENT COLLECTED BAL: 76.33
Ln 1, Col 1
    
```

# Cash Management Reporting

## Activity

Click the **Activity** tab to view up to 90 days of activity. Users that have access to run reports on multiple accounts will have all the accounts listed.

Account	Description $\Delta$	Type	Account	Balance
<input type="checkbox"/>	5X9 101 0001	SafeDepositBox	*0159	0.00
<input type="checkbox"/>	DEMO CHECKING	Checking	*5106	2.00
<input type="checkbox"/>	DEMO SAVINGS	Saving	*2093	2.00

**Date Range**

Between Dates     Specific Date     Previous # of Days     Previous Business Day

From: 09/01/2022

To: 09/30/2022

**Transaction Type**: All Transactions

By Amount \$:  Begin    \$:  End

By Check #:  Start     End

Subtotal per Account

Save Report Criteria

You can choose to **Save Report Criteria** which can be accessed under **Saved Reports** and quickly run the report.

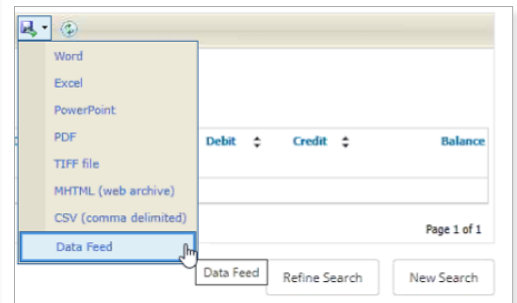
Save Report Criteria

Report Name:

The Activity report can be saved in multiple formats:

The balance column indicates the account's balance as of that transaction's posting date and time.

Account	Date	Ref Num	Tran Code	Statement Description	Debit	Credit	Balance
ANALY BC 0000	04/27		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		17,209.00	1,240,471.24
ANALY BC 0000	04/25		163	PAYROLL JHA Air +CO ID#- 0000000000-ID #- 0000000000000000		15,567.00	1,223,262.24
ANALY BC 0000	04/24	1038	90	Check 1038	(46.10)		1,207,695.24
ANALY BC 0000	04/24	1037	90	Check 1037	(55.53)		1,207,741.34
ANALY BC 0000	04/24		20	Regular Deposit		28.67	1,207,796.87
ANALY BC 0000	04/21		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		14,789.00	1,207,768.20
ANALY BC 0000	04/20		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		18,382.00	1,192,979.20
ANALY BC 0000	04/18		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		11,506.00	1,174,597.20
ANALY BC 0000	04/13		227	ATM CARD# 0000	(40.00)		1,163,091.20
ANALY BC 0000	04/13		163	PAYROLL JHA Air -CO ID#- 0000000000-ID #- 0000000000000000		13,925.00	1,163,131.20



# Cash Management Reporting

## Summary

Click the **Summary** tab to view transaction activity.

Account	Description	Type	Account	Balance
<input type="checkbox"/>	SX9 101 0001	SafeDepositBox	*0159	0.00
<input type="checkbox"/>	DEMO CHECKING	Checking	*5106	2.00
<input type="checkbox"/>	DEMO SAVINGS	Saving	*2093	2.00

Date Range

Between Dates     Specific Date     Previous # of Days     Previous Business Day

From:

To:

Save Report Criteria

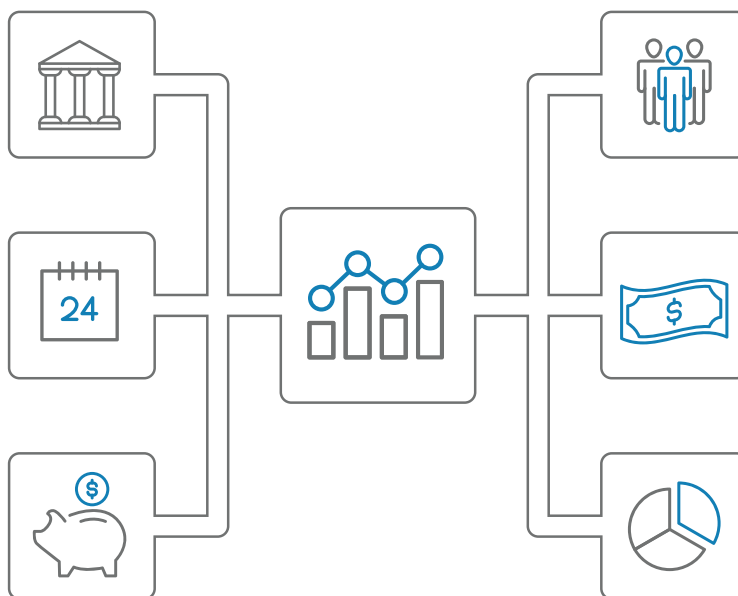
ANALY BC	0000	Checking	* 0000							
Date	Total Credits	Total Debits	One Day Float	Two Day Float	Current Balance	Available Balance	Collected Balance	# of Credits	# of Debits	
04-01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	
04-02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	
04-03	25.00	0.00	0.00	0.00	1,085,162.42	1,085,162.42	1,085,162.42	1	0	
04-04	18,847.00	0.00	0.00	0.00	1,104,009.42	1,104,009.42	1,104,009.42	1	0	
04-05	0.00	1,676.81	0.00	0.00	1,102,332.61	1,102,332.61	1,102,332.61	0	3	
04-06	18,459.00	0.00	0.00	0.00	1,120,791.61	1,120,791.61	1,120,791.61	1	0	
04-07	0.00	400.00	0.00	0.00	1,120,391.61	1,120,391.61	1,120,391.61	0	1	
04-08	0.00	0.00	0.00	0.00	1,120,391.61	1,120,391.61	1,120,391.61	0	0	
04-09	0.00	0.00	0.00	0.00	1,120,391.61	1,120,391.61	1,120,391.61	0	0	
04-10	18,459.00	0.00	0.00	0.00	1,138,850.61	1,138,850.61	1,138,850.61	1	0	
04-11	14,002.00	3,646.41	0.00	0.00	1,149,206.20	1,149,206.20	1,149,206.20	1	6	
04-12	0.00	0.00	0.00	0.00	1,149,206.20	1,149,206.20	1,149,206.20	0	0	
04-13	13,925.00	40.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	1	1	
04-14	0.00	0.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	0	0	
04-15	0.00	0.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	0	0	
04-16	0.00	0.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	0	0	
04-17	0.00	0.00	0.00	0.00	1,163,091.20	1,163,091.20	1,163,091.20	0	0	
04-18	11,506.00	0.00	0.00	0.00	1,174,597.20	1,174,597.20	1,174,597.20	1	0	
04-19	0.00	0.00	0.00	0.00	1,174,597.20	1,174,597.20	1,174,597.20	0	0	
04-20	18,382.00	0.00	0.00	0.00	1,192,979.20	1,192,979.20	1,192,979.20	1	0	
04-21	14,789.00	0.00	0.00	0.00	1,207,768.20	1,207,768.20	1,207,768.20	1	0	
04-22	0.00	0.00	0.00	0.00	1,207,768.20	1,207,768.20	1,207,768.20	0	0	

## Saved

Click the **Saved** reports tab to view all saved reports. Click **Run Report** and it will automatically load. Options to **Rename** or **Delete** are available.

Saved Report Name:	Report Type:	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Arthur Test	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Daily Custom Report	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
daily report	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Daily Report 2	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Daily Report2	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Dalton	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
FCB Test	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Monthly Report	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Monthly Review	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Monthly Transactions	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Weekly Report	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
Weekly	Summary	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>

# 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. There are two ways to originate an ACH transaction: ACH Batch or NACHA File Upload.

## *The following terms are used for Cash Management ACH transactions:*

- **ACH Batch** – A “template” that contains one or more account information records for the Recipient for a specific purpose (i.e., payroll or collections). Using a batch allows for quick entry of the transaction amounts since the account information is already entered.
- **Company** – A Company that you are authorized to initiate ACH transactions for. The Company Name will display in the ACH transaction.
- **Credit** – A transaction that is paying/sending money to a Recipient.
- **Debit** – A transaction that is collecting/receiving money from a Recipient.
- **Effective Date** – The date the entry will be posted.
- **Entitlement** – Access rights granted to cash users.
- **Full ACH Control** – Full ACH Control allows you to create/upload and initiate an ACH batch without requiring dual control.
- **NACHA File** – A file that is produced from your accounting software and contains the Recipient's account information and the amount of the transaction. This file is formatted to the NACHA standards and allows for quick upload to our Cash Management system.
- **Prenote** – A zero-dollar test transaction sent to validate bank account information.
- **Recipient** – The individual or business whom you are sending money to (crediting) or receiving money from (debiting).
- **Record** – The account information for the Recipient including account number, routing/ABA number, type of transaction, etc.
- **Single Entry Transaction** – A single Recipient's account information is entered and originated.
- **Transaction** – The credit or debit entry that will post to the Recipient's account.

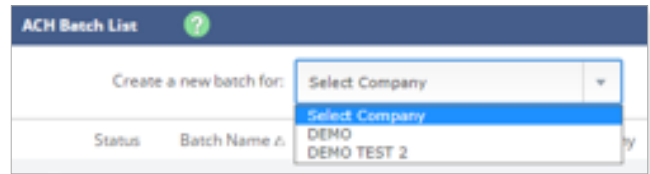
# ACH

## Create an ACH Batch

You create an ACH batch by entering the Recipient's account information into the batch. Once the batch is created, you can click on the batch, enter the transaction amounts, and submit the batch, saving time by not having to enter the account information again.

### Step 1

Click **Cash Management > ACH tab > ACH** tab again. Select the Company to originate from in the drop-down **Create a new batch for** field.

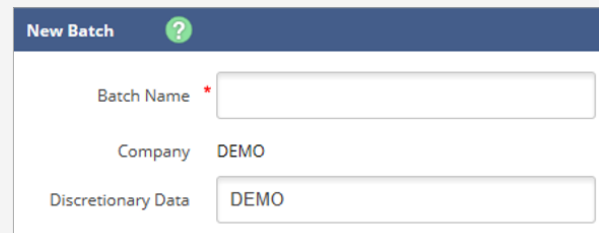


Status	Batch Name
	DEMO TEST 2

### Step 2

Complete the following fields:

- **Batch Name** – Enter the ACH batch name. This value distinguishes the batch the Cash Management user's benefit when viewing batches on the ACH Batch List screen.
- **Company** – The ACH Company for which the ACH batch is being created. This value prefills based on the Company selected on the first screen.
- **Discretionary Data** – Enter the purpose of the ACH batch.



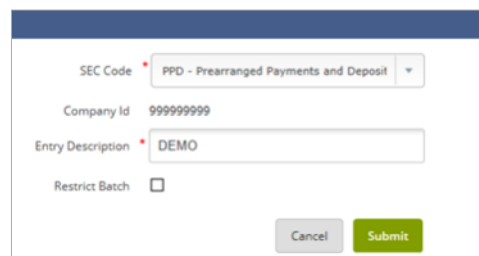
Batch Name *	
Company	DEMO
Discretionary Data	DEMO

### Step 3

Complete the following fields:

- **SEC Code** – Available options are listed in the drop-down.
  - ▲ **Note:** Each batch can only contain one type of SEC Code.
    - **PPD** – Use for individuals such as payroll or dues
    - **CCD** – Use for businesses such as making/collecting payments
- **Company ID** – This value prefills based on the associated value indicated in the bank's system.
- **Entry Description** – Enter the purpose of the ACH batch which appears to the recipient. (i.e., Payroll or Collections)
- **Restrict Batch** – Check this box to prevent Cash Management users without restricted batch access from viewing/working with the batch.

Click **Submit**.



SEC Code *	PPD - Prearranged Payments and Deposit
Company Id	999999999
Entry Description *	DEMO
Restrict Batch	<input type="checkbox"/>

Cancel Submit

# ACH

## Step 4

Complete the following fields on the **Record Information** screen to add a single record to the batch. Fields with an asterisk (\*) are required.

**▲ Note:** *If you don't have the designated offset accounts in your company setup with the Bank, you may need to add a record in the batch with your company bank account to balance the debits and credits in the batch.*

- **Name\*** – Enter the recipient of the transaction.
- **Addenda Type** – Additional information (Addenda) can be sent with the transaction. If you are sending addenda information with the transaction, select the type for the additional addenda information to be transmitted with this transaction. This field is used only for PPD, CCD, or CTX SEC codes as indicated when the batch was created.
- **ID Number** – Enter the recipient identification number (alphanumeric), if applicable (i.e., employee number).
- **Addenda** – Enter the additional information (Addenda) to be transmitted with this transaction. Only to be used for PPD, CCD, or CTX SEC codes.
- **Amount\*** – Enter the dollar amount of the transaction.
- **Prenote** – Click 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.
- **Routing\*** – Enter the receiving financial institution's routing/ABA number. Click **Search for ABA #** to search or verify the routing number.
- **Account Type** – Select the type of receiving account.
- **Account Number\*** – Enter the recipient's account number.
- **Transaction Type** – Click whether the transaction is a Debit or Credit.
- **Status** – Choose one of the following:
  - Click **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.
  - Click **Active** to include the transaction in the batch.

The screenshot shows a web form titled "Add Record" with a help icon. It is divided into two main sections: "Record Information" and "Receiving Financial Institution Information".

**Record Information:**

- Name \* (text input)
- Addenda Type (dropdown menu, currently set to "00-No Addenda Information")
- ID Number (text input)
- Addenda (text input)
- Amount \* (text input with a decimal separator, currently showing "0" and "00")
- Prenote (checkbox, currently unchecked)
- Below the Prenote checkbox is the text: "Creates a separate \$0 record of this entry."

**Receiving Financial Institution Information:**

- Routing \* (text input) and Search for ABA # (button)
- Account Type (dropdown menu, currently set to "Checking")
- Account Number \* (text input)
- Transaction Type (radio buttons for Debit and Credit, with Credit selected)
- Status (radio buttons for Active and Hold, with Active selected)

At the bottom of the form are five buttons: "Quick Add" (green), "Add Multiple" (grey), "Import Record" (grey), "Cancel" (grey), and "Submit" (green).

# ACH

## Step 5

Choose one of the following options:

- Click **Quick Add** to save this record and enter a new record.
- Click **Add Multiple** to add up to 15 records to the batch. When in this view, click **Quick Add** to save your records and enter additional records.

Click **Submit** when all records are entered.

**▲ Note:** *Clicking Submit only creates the batch. You must initiate the batch (if you have the Initiate Entitlement) or have an authorized user in your Company initiate the batch.*

**Quick Add screen:**

Multi-Record Entry / Demo Payroll ?

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 checked="" type="radio"/> <input type="radio"/>	<input type="text"/> <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						
15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						

Cancel Quick Add Submit



**Important:** Users who do not have Full ACH Control cannot initiate payments they have created or modified. These users are presented with the **This batch is ready for approval** check box. By checking the box, an Approval Pending email and text (if mobile numbers were entered) are sent to alert another user in the Company that the ACH batch is ready to be Initiated. Click **Submit**.

**▲ Note:** In order to receive the email notification, users with ACH access must turn on the [Event Alert ACH Batch is pending approval](#) under **Options > Alerts > Events**.

Total Debits \$0.01 Total Credits \$0.01

This batch is ready for approval

Cancel Submit Add Record

### Sample Email:

From: Glacier Family <[glacierfamilyofbanks@glacierbankcorp.com](mailto:glacierfamilyofbanks@glacierbankcorp.com)>  
Sent: Thursday, October 27, 2022 1:07 PM  
Subject: Glacier Family of Banks Email/Text Alert

DEMO - ONLINE BANKING  
The following ACH batch is pending approval:  
Category: Dual Control

For details, please log in to your Glacier Family of Banks account.

**PLEASE DO NOT RESPOND TO THIS EMAIL. THIS COMES FROM AN AUTOMATED MAILBOX THAT IS NOT MONITORED.**



# ACH

## ACH Batch List

The **ACH Batch List** is a listing of batches already created/uploaded in Online Banking. This is the main page from which you will conduct tasks related to ACH transactions. You can [Initiate](#), [Download](#), [Copy](#) or [Delete](#) a Batch from this page. Batches will remain in this list to be used as templates unless they are Deleted.

The following ACH **Statuses** are used:

- **Ready** – Batch can be edited. If the batch is in balance, it may also be initiated.
- **Uploaded** – Batch has been uploaded or imported from another software.
- **Initiated** – Batch has been sent to the bank for processing.
- **Processed** – Batch has been processed by the bank.

⚠ **Note:** *Batch cannot be edited once it is Processed.*

ACH Batch List ?				
Create a new batch for: <input type="text" value="Select Company"/>				
	Status	Batch Name $\Delta$	Type	Company
<input type="checkbox"/>	Ready	payroll	PPD	DEMO
<input type="checkbox"/>	Uploaded	test	PPD	DEMO
<input type="checkbox"/>	Initiated	Demo Test	CCD	DEMO

## Initiate ACH Batch

### Step 1

Click **Cash Management**. All existing batches are listed in the **ACH Batch List**.

⚠ **Note:** *To initiate batches, you must have the Initiate ACH entitlement. Contact your Company Online Banking Administrator to modify your entitlements or initiate a batch.*

ACH Batch List ?				
Create a new batch for: <input type="text" value="Select Company"/>				
	Status	Batch Name $\Delta$	Type	Company
<input type="checkbox"/>	Ready	payroll	PPD	DEMO
<input type="checkbox"/>	Uploaded	test	PPD	DEMO
<input type="checkbox"/>	Ready	CCD Test	CCD	DEMO
<input type="checkbox"/>	Approval Pending	Dual Control	PPD	DEMO

# ACH

## Step 2

Locate and select the batch from the **ACH Batch List**.

Select **Initiate** from the **Select Option** drop-down list.

Debit	Credit	Recurring	Scheduled Date	
\$0.00	\$0.01	None		Select option... ▼
\$0.00	\$341,438.66	None		Select option... ▼
\$0.01	\$0.01	Monthly	10/31/2022	Select option... ▼
\$0.01	\$0.01	None		Select option... ▼

Select Activity...

- View
- Download
- Edit
- Quick Edit
- Copy
- Delete
- Initiate**

There are two ways to set the date the transaction will post to the account:

- **One-time Transaction** – Set an Effective Date in the **Select Effective Date** field.
- **Recurring Transaction** – Change the **Frequency** drop-down to set up the batch as Recurring. Complete applicable fields:
  - o **Week Day** – Day of the week the transaction will post.
  - o **Start Date** – First date the transaction will post to the account.
  - o **Expiration Date** – Date the recurring transaction will expire. Check the **This payment has no expiration date** box if applicable.

Select Effective Date \*  ▼

Frequency  ▼

Reset amounts to \$0.00 after processing batch

Select Effective Date  ▼

Frequency  ▼

Week Day  ▼

Start Date \*

Expiration Date \*    This payment has no expiration date.

Reset amounts to \$0.00 after processing batch

# ACH

## Step 3

Select **Offset Account** fields for each batch, if applicable.

Click **Initiate**.

Select Effective Date \*

Frequency

Select Offset Account \*

Reset amounts to \$0.00 after processing batch

## Step 4

The **ACH Batch List** will show the status is changed to **Initiated**.

Status	Batch Name	Type	Company
<input type="checkbox"/> Ready	payroll	PPD	DEMO
<input type="checkbox"/> Uploaded	test	PPD	DEMO
<input type="checkbox"/> Initiated	Demo Test	CCD	DEMO

## Step 5

You will receive a confirmation email that the ACH batch has been initiated.

**From:** Glacier Family <glacierfamilyofbanks@glacierbancorp.com>  
**Subject:** Glacier Family of Banks Email/Text Alert

DEMO - ONLINE BANKING  
The following ACH batch has been initiated:  
Confirmation number: 1027220681  
Category: TESTING  
Effective Date: 10/28/22  
Debits: \$.01 Credits: \$.00  
Class Code: CTX  
Offset Account: DEMO CHECKING

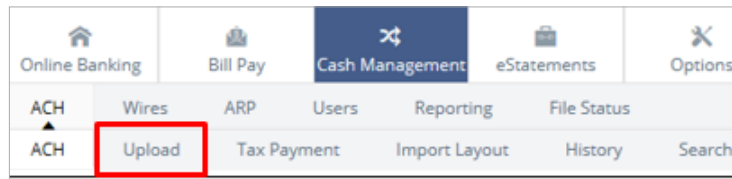
For details, please log in to your Glacier Family of Banks account.

**PLEASE DO NOT RESPOND TO THIS EMAIL. THIS COMES FROM AN AUTOMATED MAILBOX THAT IS NOT MONITORED.**

# ACH

## Upload a NACHA File

Most accounting software can create a NACHA formatted file for upload into Cash Management. The software is Uploaded into Cash Management and sent without manual entry.

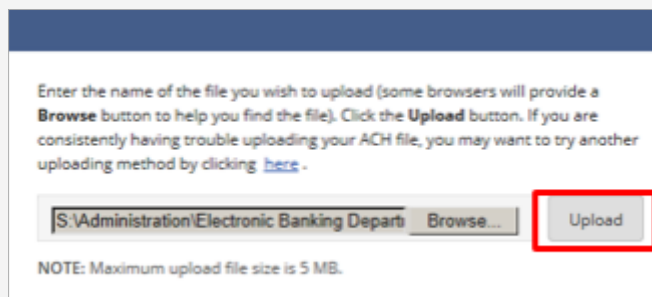


### Step 1

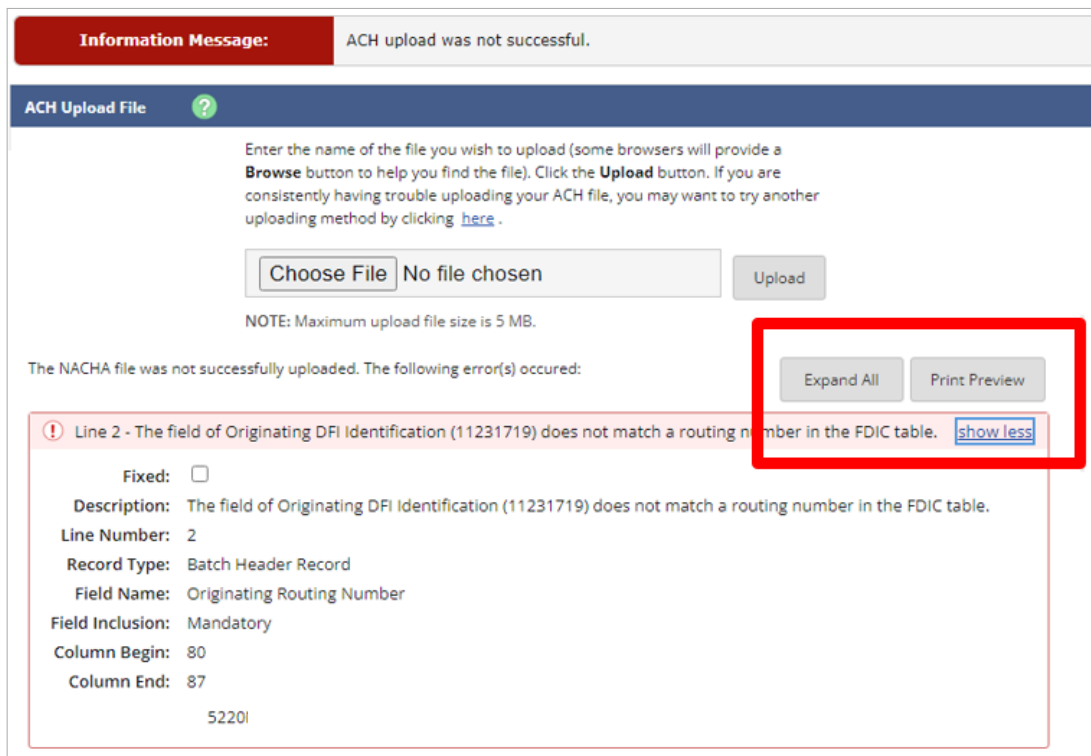
Click **Cash Management > ACH > Upload.**

Click **Browse** and locate the NACHA formatted file produced from your software.

Click **Upload.**



Uploaded ACH batch files are validated. Validation errors found within the uploaded ACH batch are displayed. Click **Show More** to expand the error details. Contact the bank for assistance with Upload errors.



# ACH

## Step 2

The **File Upload Status** screen is displayed. Click **Refresh List** after a minute or so and the status will change from **Queued** to **Uploaded** showing the Upload is completed successfully.

- If the status does not change to **Uploaded**, contact the bank for assistance.

File Name	Format	Type	Related Account	Upload Date	Status
File 2.txt	NACHA	ACH	N/A	7/23/2018 12:07:03 PM	Queued

## Step 3

The batch appears on the **ACH Batch List** screen when the status is **Uploaded**.

Status	Batch Name	Type	Company	Process Date	Debit	Credit
Uploaded	0000122	PPD	XYZ		\$1.00	\$1.00
Uploaded	0000125	PPD			\$8,903.36	\$8,903.36

## Create a Prenote Transaction

A prenote transaction will send a zero-dollar test transaction to verify that the Recipient's account information is correct before sending the actual credit or debit transaction. The prenote is created by adding the transaction to the ACH batch that includes the main transaction. That transaction is flagged for a Prenote and the Cash Management system will create a separate batch containing the actual prenote record.

**▲ Note:** Cash Management does not allow zero-dollar transactions in a batch. It is recommended to list .01 in the amount field.

## Step 1

Follow the steps outlined in the [Create a Batch](#) section if you do not have an existing batch.

On the **ACH Batch List**, find the ACH batch that contains the transaction from which you are initiating a prenote.

From the **Select Option** drop-down menu next to the batch, select **Edit**.

Scheduled Date

Select option... ▼

Select option... ▼

Select option... ▼

Select option...  
View  
Download  
Edit  
Quick Edit  
Copy  
Import  
Delete  
Initiate

Select option... ▼

## Step 2

Click **Add Record** at the bottom of the batch.

Amount	CR/DR	Held
\$1.00	DR	<a href="#">Edit</a> <a href="#">Delete</a>
\$1.00	CR	<a href="#">Edit</a> <a href="#">Delete</a>

Total Debits \$1.00 Total Credits \$1.00

[Cancel](#) [Submit](#) [Add Record](#)

# ACH

## Step 3

Complete the transaction information.

**TIP:** Since Cash Management does not allow zero-dollar transactions, enter a **dollar amount**. If the transaction amount is unknown, enter \$0.01.

Check the **Prenote** box.

Check the **Hold** box. When Hold is selected, the prenote transaction is not included in the batch and sent as a separate batch.

Select **Submit**.

**Record Information:**

Name \*  Addenda Type

ID Number  Addenda

Amount \*

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

**Receiving Financial Institution Information:**

Routing \*  Search for ABA #  Account Type

Account Number \*  Transaction Type  Debit  Credit

Status  Active  Hold

The prenote transaction is added to the batch but is not included in the batch totals because the Hold Status box was checked. Cash Management will create a separate prenote batch with PNT in the batch name. This prenote batch is listed on the ACH Batch List screen.

**⚠ Note:** The PNT Prenote batch must be Initiated.

Status	Batch Name	Type	Company	Process Date	Debit	Credit	
<input type="checkbox"/> Uploaded	0000122	PPD	XYZ		\$1.00	\$1.00	Select option...
<input type="checkbox"/> Ready	CTX TESTING	CTX	DEMO		\$0.01	\$0.01	Select option...
<input type="checkbox"/> Ready	Payroll	PPD	DEMO	06/13/2018	\$0.01	\$0.01	Select option...
<input type="checkbox"/> Ready	PNT-Test	CCD	DEMO		\$0.00	\$0.00	Select option...

**Initiate** the prenote batch to send the prenote transaction to your financial institution. Once the prenote batch is successfully originated, you can update the transaction amount and remove the Hold status. That transaction is then a part of the regular batch, and the originated PNT batch can be deleted.

# ACH

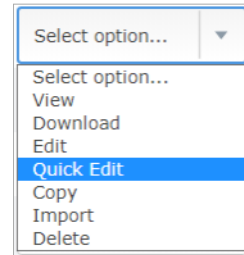
## Quick Edit a Batch

Once a batch is established in the **ACH Batch List**, **Quick Edit** can be used to update the amounts for the full list of transactions within the batch. You can also mark transaction(s) to be **Held** if that recipient should not receive funds and be excluded from a particular processing period.

### Step 1

From the **ACH Batch List**, locate the batch that needs amounts updated.

Select **Quick Edit** from the **Select Option** drop-down menu next to the batch.



### Step 2

Update amounts as needed.

If any recipients should be excluded from receiving funds for the batch, select **Held**.

Click **Save**.

When the batch is ready, follow the [Initiate ACH Batch](#) steps.

**Quick Edit** ? Total Transactions 3 View 10 | 20 | 50 | Search

Batch Name Payroll Example SEC Code PPD

Company  Company Id

Discretionary Data Entry Description PAYROLL

Restrict Batch

Name	ID Number	Amount	Account	Routing	DR CR	Held <input type="checkbox"/>	Prenote	
EMPLOYEE NAME 1		<input type="text" value="0"/> <input type="text" value="03"/>	1234567	092001512	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>
EMPLOYEE NAME 2		<input type="text" value="0"/> <input type="text" value="02"/>	1234567	092001512	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>
BUSINESS NAME		<input type="text" value="0"/> <input type="text" value="04"/>	1234567	092001512	<input checked="" type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>

Total Debits \$0.04 Total Credits \$0.05

# ACH

## 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.

From the **ACH Batch List**, locate the batch to download.

Select **Download** from the **Select Option** drop-down menu next to the batch.

Choose the appropriate options, then click **Submit**:

- **Select a download format** – List (PDF) or NACHA.
- **Select a field to sort by** – The PDF file will be sorted using this field.
- **Select a sorting order** – How the PDF will be sorted.

Click the **ACH Record Download** link to open the report.

Download Batch - Payroll Example
?

Select a download format List(PDF) ▼

Select a field to sort by Customer Name ▼

Select sorting order  Ascending  Descending

Return
Submit

Download Batch - Payroll Example
?

**To download:**

1. Click on the link below and the PDF will open in a new window.

**NOTE:** You must have Adobe Acrobat Reader 6 or greater installed before downloading the PDF document. [Click here](#) for a free copy of Adobe Acrobat Reader.

[ACH Record Download](#)

### Sample PDF Report

ACH Transaction List									
Company Name: ██████████					Batch: 0000012				
Company Entry Description: PAYROLL					Effective Date: 12/01/2022				
Standard Entry Class Code: PPD									
Seq	Customer	Account	Routing	Amount	C/D	TC	H	Individual ID	
0000003	BUSINESS NAME	12 █████ 7	092001512	0.04	D	27			
0000001	EMPLOYEE NAME 1	12 █████ 7	092001512	0.03	C	22			
0000002	EMPLOYEE NAME 2	12 █████ 7	092001512	0.02	C	22			
Total Credits: \$0.05									
Total Debits: \$0.04									

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 to use it again.

**⚠ Note: Deleted batches cannot be recovered.** However, if the batch was saved as a NACHA file, that NACHA file can be uploaded back into Cash Management.

### Sample NACHA file

```

101 061000146 1112228871602041402A094101FRB ██████████ ██████████
5200 ██████████ PAYROLL 371360664 PPDPAYROLL 000000001022309350000012
██████████ 00001000001234 ██████████ 0022309354092401
██████████ 000010000057890 ██████████ 0022309354092402
██████████ 000010000016543 ██████████ 0022309354092403
██████████ 0000100000A8642 ██████████ 0022309354092404
██████████ 0000100000T8769 ██████████ 0022309354092405
██████████ 0000100000C8653 ██████████ 0022309354092406
██████████ 0000100000D8642 ██████████ 0022309354092407
██████████ 0000100000M7309 ██████████ 0022309354092408
██████████ 0000100000R8764 ██████████ 0022309354092409
██████████ 0000100000H7367 ██████████ 0022309354092410
██████████ 0000100000N7298 ██████████ 0022309354092411
██████████ 0000100000P3876 ██████████ 0022309354092412
██████████ 0000100000M7377 ██████████ 0022309354092413
██████████ 0000100000H3000 ██████████ 0022309354092414
██████████ 0000100000P2300 ██████████ 0022309354092415
██████████ 0001500000ffset ██████████ 0022309354092616
8200000016013656337600000150000000001500000371360664 0022309350000012
90000010000020000016013656337600000150000000001500000
    
```



# ACH

## Copy a Batch

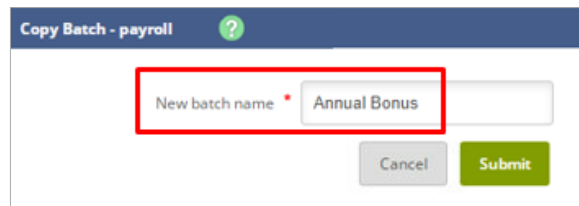
The copy feature allows you to copy existing batch information into a new batch. Copying a batch is useful if you are creating a batch and most of the batch information is in an existing batch. For example, if you were to give your employees a bonus, your employees are already set up in your payroll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

From the **ACH Batch List**, locate the batch to copy.

Select **Copy** from the **Select Option** drop-down menu next to the batch.

Enter a **New batch name**.

Click **Submit**. The new batch is now in the **ACH Batch List** to edit and then initiate.



Copy Batch - payroll

New batch name \* Annual Bonus

Cancel Submit

**Information Message:** Batch payroll copied to Annual Bonus.

**ACH Batch List**

Create a new batch for: Select Company

Status	Batch Name	Type	Company	Process Date	Debit	Credit
<input type="checkbox"/> Ready	payroll	PPD	DEMO		\$0.00	\$0.01
<input type="checkbox"/> Uploaded	test	PPD	DEMO		\$0.00	\$341,438.66
<input type="checkbox"/> Ready	Annual Bonus	PPD	DEMO		\$0.00	\$0.01

## Delete a Batch

Keep the ACH Batch List clean by deleting batches that are no longer used.

**▲ Note:** Deleted batches cannot be recovered. If a batch is accidentally deleted, re-upload the NACHA file or manually re-enter the batch information.

From the **ACH Batch List**, locate the batch to copy.

To delete a single batch, select **Delete** from the **Select Option** drop-down menu next to the batch.

To delete multiple batches, check the box next to the batches and click **Delete Selected**.

**ACH Batch List** Total Batches 9 View 10 | 20 | 50 | 100

Create a new batch for: Select Company

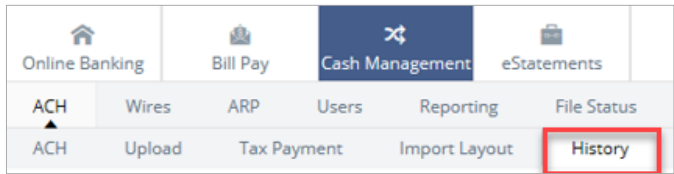
Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	Select option...
<input type="checkbox"/> Ready	payroll	PPD	DEMO		\$0.00	\$0.01	None		Select option...
<input type="checkbox"/> Uploaded	test	PPD	DEMO		\$0.00	\$341,438.66	None		Select option...
<input type="checkbox"/> Ready	Annual Bonus	PPD	DEMO		\$0.00	\$0.01	None		Select option...
<input type="checkbox"/> Ready	Demo Test	CCD	DEMO	08/30/2021	\$0.01	\$0.01	None		Select option...

- Select option...
- Select option...
- View
- Download
- Edit
- Quick Edit
- Copy
- Import
- Delete

# ACH

## View ACH History

Batch information is viewable after the batch is originated.



Click the **Cash Management > History** tab.

Click **View** to view a list of transactions included within the batch.

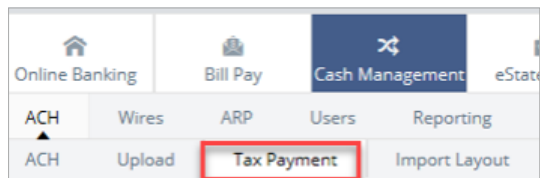
The screenshot shows the ACH History table with the following data:

Initiated	Effective	Batch	Type	Company	Debits	Credits	Offset Account	Confirmation Number
03/01/2016	03/21/2016	Payroll_2016	PPD	TRAIN O	\$0.00	\$4,500.00	XXXXXXXXXXXX4567 D	XXXXXXXXXXXX0004

The 'View' button in the Confirmation Number column is highlighted with a red box.

## Manage Tax Payments

Use the Tax Payment tab to create an electronic tax payment record. The tax payment record is included in the ACH Batch List for initiation. The Treasury accepts Treasury Tax and Loan (TT&L) payments electronically from users who are enrolled with the Treasury Department. Visit the EFTPS (Electronic Federal Tax Payment System) website [eftps.gov](http://eftps.gov) to enroll.



Click the **Cash Management > Tax Payment** tab.

Complete the fields for the TT&L.

Click **Quick Add** to add another Tax Payment record.

Click **Submit** and **Initiate** the batch.

The screenshot shows the 'Add Tax Payment' form with the following fields:

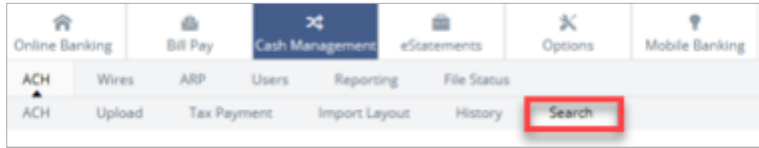
- Pay To: Federal
- Category: Tax FD, First Quarter
- Routing Number: [Redacted] (with a 'Lookup' button)
- Company Name: [Redacted]
- Tax Period: 03/16 (mm/yy)
- Tax Code: 94105 - Employer's Quarterly Tax Return Federal Tax Deposit
- Taxpayer ID: [Redacted]
- Amount: \$3,000.00
- Pay From Account: Payroll
- Tax Information ID 1: Amount \$1,500.00
- Tax Information ID 2: Amount \$1,000.00
- Tax Information ID 3: Amount \$500.00

Buttons at the bottom: Quick Add, Submit, Cancel.

# ACH

## ACH Search Option

Use the Search tab to locate a transaction. Enter the necessary search criteria, and then select **Search**.



### Step 1

Click the **Cash Management > Search** tab.  
Enter the applicable fields on the **Search Records** screen.  
Click **Search**.

A screenshot of the 'Search Records' form. It features several input fields: Name, ID Number, Batch, and Amount (with a dollar sign prefix). There are also two checkboxes labeled 'Prenote' and 'Held'. A green 'Search' button is located at the bottom right of the form. A green question mark icon is in the top right corner of the form's header.

### Step 2

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

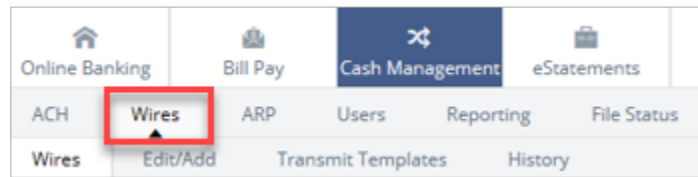
**Information Message:** 3 record(s) found

Search Results ?							Total Transactions 3	View 10   20   50   100
Name	ID Number	Batch	Account	Amount	CR/DR	Held		
John Doe	111111111111	Payroll 8/17/22	1000015106	\$0.01	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
John Doe	111111111111	PNT-Payroll 8/17/22	1000015106	\$0.00	CR			<a href="#">Delete</a>
John Doe		Dual Control	1000015106	\$0.01	CR		<a href="#">Edit</a>	<a href="#">Delete</a>

[Return](#)

# Wire Transfers

The Wire module allows you to View, Transmit, Create, Edit, and Delete Wire Transfers. Available options are based on both your user entitlements and account-level wire permissions assigned.



Create wire instructions before sending wires. These instructions serve as a template that can be used once or multiple times. After creating a wire, you transmit the wire to your financial institution, which then sends out the wire. Wires can be sent out as single or repetitive wires.

- Single wires are only transmitted once. These wires can be transmitted on the current date or a future date.
- Recurring and/or repetitive wires are based on wire instructions that are used multiple times. A repetitive wire can be sent on the current date, a future date, or be set to transmit automatically at a specified frequency.

## Wires List

The **Wires List** is a listing of wires already created in Online Banking. This is the main page from which you will conduct tasks related to Wire Transfers. Wire templates will remain in the list unless they are Deleted.

Wire Transfers are Submitted and then Transmitted to the bank for Processing. The following Wire Transfer Status are displayed on the **Wires List** screen.

Wires List <span>?</span>								Items per page: <a href="#">10</a>   <a href="#">20</a>   <a href="#">50</a>   <a href="#">100</a>   <a href="#">All</a>
Display Wires for: DEMO CHECKING								
	Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI	
<input type="checkbox"/>	Demo Test	1523758	Approval	\$1.00	No	1000015106	GLACIER MTN WEST <a href="#">Transmit</a>	
<input type="checkbox"/>	Vendor Pay	1523764	Ready	\$1.00	No	1000015106	GLACIER MTN WEST <a href="#">Transmit</a>	

1 Transmit Selected

- **Ready** – Wire is ready to be Transmitted to the bank for processing.
- **Initiated** – Wire has been Transmitted and is awaiting processing by the bank.
- **Processed** – Wire was processed by the bank.
- **Approval** – The wire was Approved by the first user and needs to be Transmitted by the second user. This may be due to the wire amount and dual control settings set for the first approver.
- **Next Day** – Wire was Transmitted after the cut-off time set for outgoing wires.

# Wire Transfers

## Add Wire Instructions

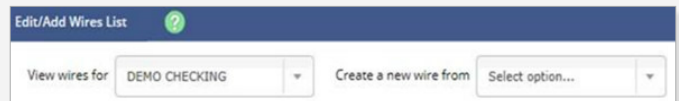
Wire Instructions are a template that contain account information for the wires Recipient. Recipients are the individual or business who will receive the wired funds. Wire Instructions can be used once or saved so that you are able to quickly Transmit the same wire again.

### Step 1

Click the **Cash Management > Wires > Edit/Add** tab.

Select an account from the **View Wires For** drop-down. This is the account in which the money will be sent from.

Click **Create a new wire from**. Select an account to create a wire from.



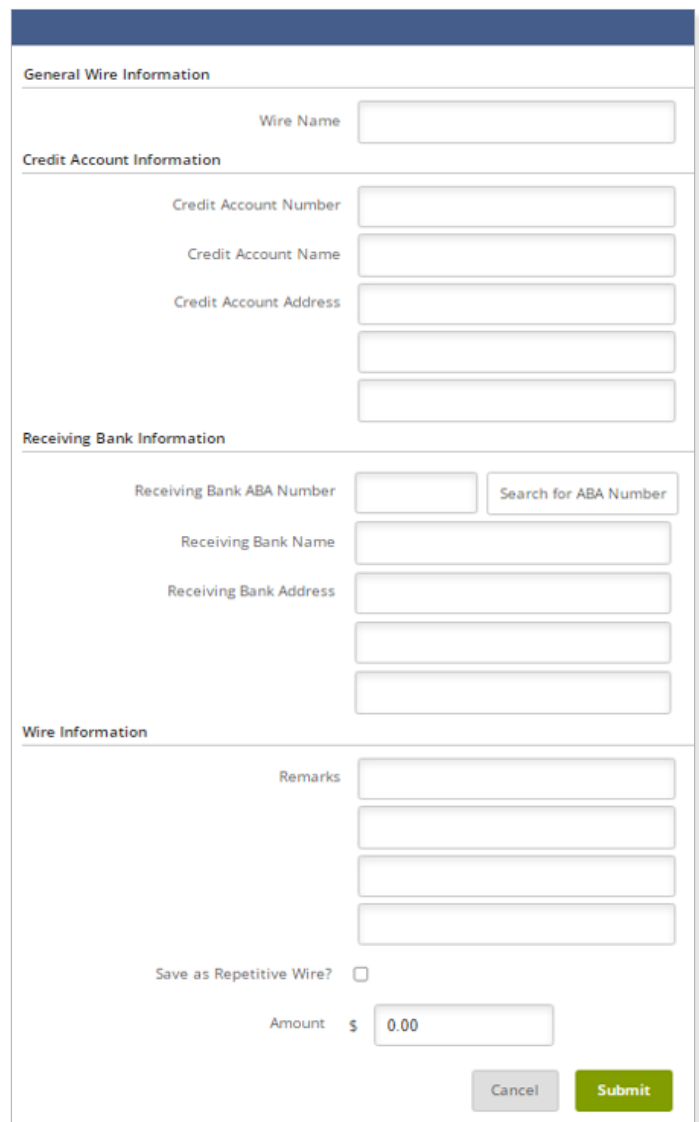
### Step 2

Complete the appropriate fields for the Recipient (individual or business receiving the wire):

- **Wire Name** – Descriptive name for the wire. This value appears on the Wire List screen.
- **Credit Account Number** – Recipient's account #.
- **Credit Account Name** – Recipient's name.
- **Credit Account Address** – Recipient's address.
- **Receiving Bank ABA Number** – Routing number or ABA number of the Receiving financial institution. Click **Search for ABA Number** to search for a financial institution. Selecting an ABA from the search option populates all remaining **Receiving Bank Information** fields.
  - **Receiving Bank Name** – Name of the receiving financial institution.
  - **Receiving Bank Address** – Address of the receiving financial institution, including the city, state, and ZIP.
- **Remarks** – Special instructions for the wire. These remarks appear to the wire recipient.
- **Save As Repetitive Wire** – Check this box if the wire has instructions that may be used again. This box must be checked for Recurring wires. Leave this box un-checked for one-time (single) wires.
  - For example, if you send a wire to this individual/company once a month, you can use the template to quickly send the wire to the same Recipient and account number.
- **Amount** – US dollar amount of the wire.

Click **Submit**.

**▲ Note:** Clicking *Submit* only creates the wire instructions. To transmit this wire to the bank, refer to the [Transmit Wire](#) section.



# Wire Transfers

## Transmit Wire Transfer

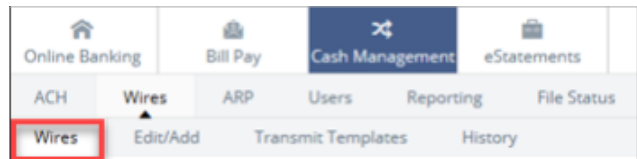
Wire Transfer instructions can be set up as:

- **One-Time Single Wire** – Wire sent one-time to a Recipient.
- **Repetitive Wire** – Template used to send a wire multiple times to the same Recipient.
- **Recurring Wire** – Template used to send the same wire amount to the same Recipient.

## Transmit One-Time Single Wire

### Step 1

After creating the [Wire Instructions](#), click **Cash Management > Wires > Wires**.



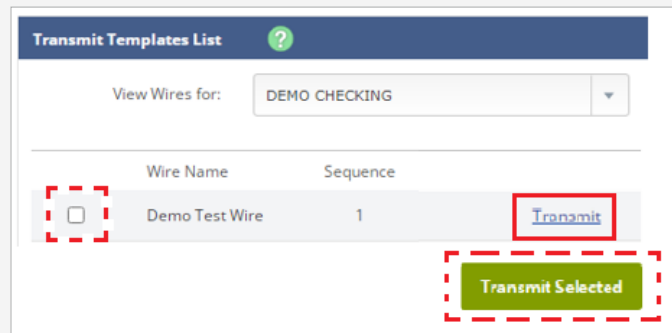
### Step 2

Select the account in which the Wire Instructions were set up from the **Display Wires For** drop-down list.

Locate the wire in the **Wires List**.

Click **Transmit** to send the one-time single wire.

- To send multiple wires at once, check the box next to each wire and click **Transmit Selected**.

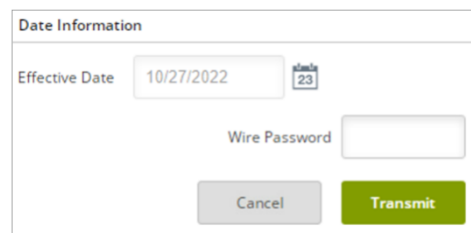


### Step 3

Choose the **Effective Date** that the wire will post to the account. Future dated wires can be set up 14 days in advance of the Effective Date.

Enter your **Wire Password**.

Click **Transmit**.



# Wire Transfers

## Transmit Repetitive Wire

### Step 1

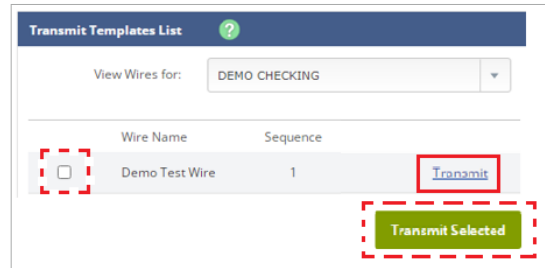
After creating the [Wire Instructions](#), click **Cash Management > Wires > Transmit Templates**.

Select the account in which the Wire Instructions were set up from the **View Wires For** drop-down list.

Locate the wire in the **Transmit Templates List**.

Click **Transmit**.

- Check the box next to multiple wires and click **Transmit Selected** to send multiple wires at once.

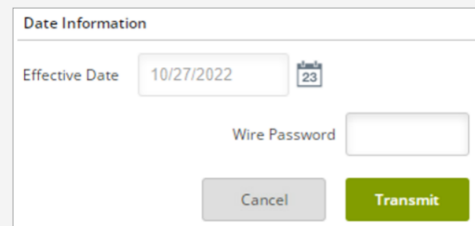


### Step 2

Choose the **Effective Date** that the wire will post to the account. Future dated wires can be set up 14 days in advance of the Effective Date.

Enter your **Wire Password**.

Click **Transmit**.



## Transmit Recurring Wire

▲ *The Repetitive (Rep) flag must be set to "Y" in the [Wire Instructions](#) in order for the wire to be set up as a Recurring Wire.*

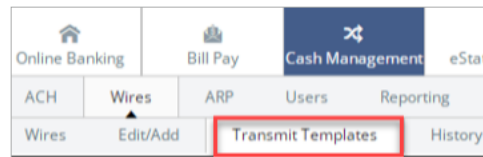
### Step 1

After creating the [Wire Instructions](#), click **Cash Management > Wires > Transmit Templates**.

Locate the wire in the **Wires List**.

Click **Transmit**.

Amount	Rep
\$1.00	Y



### Step 2

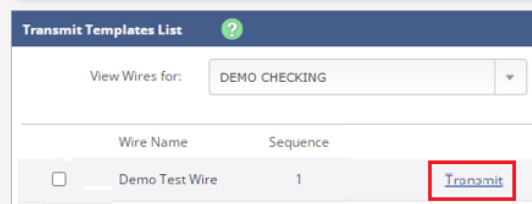
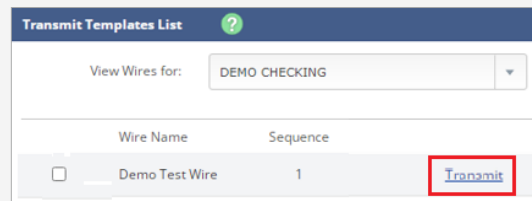
Complete the **Recurring Information** section including:

- Effective Date
- Start Date
- Frequency
- Expiration Date

Check **Yes** for the **Retain template after scheduling**.

Enter your **Wire Password**.

Click **Transmit** or **Approve**.



# Wire Transfers

## Transmit Dual Control Wire

**▲ Note:** Dual control wires require two users to Approve and Transmit the wire

The wire may be **Approved** by the first user on any date prior to the Effective Date.

The wire **must** be **Transmitted** by the second user **on** the Effective Date, otherwise **the wire will not be transmitted to the bank for processing.**

- If the wire is a Recurring Wire, the second approver cannot Transmit the recurring wire until the day the wire is scheduled to process (Effective Date).

## User 1

Click **Cash Management > Wires.**

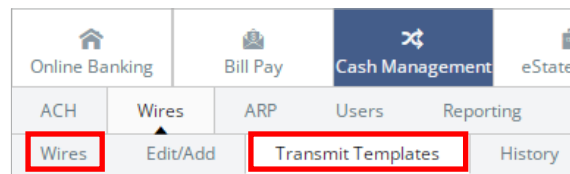
Select **Wires** for the **Wires List** for a single wire or **Transmit Templates** for repetitive wires.

Select the desired account from the **View Wires For** drop-down list.

Locate and select the desired wire, and then select **Transmit.**

Enter your **Wire Password.**

Click **Approve.**



*A message appears indicating the wire requires dual control. The wire will show the status as **Approval** until the second user transmits the wire.*

The dialog box contains the following text: "This wire requires two-person authorization before it can be transmitted. Enter your Wire Password and select Approve to begin this process." Below the text is a text input field labeled "Wire Password". At the bottom are two buttons: "Cancel" and "Approve".

## User 2

Click **Cash Management > Wires > Wires.**

Locate the Wire in the **Wires List**. The status will show as **Approval**.

Click **Transmit** or check the box next to the wire and click **Transmit Selected.**

The screenshot shows a table with the following columns: Wire Name, Sequence, Status, and Amount. The first row is "Demo Test Wire" with Sequence "1499139" and Status "Approval". The "Status" cell and the "Transmit" button next to it are highlighted with red boxes. A "Transmit Selected" button is also highlighted with a red dashed box.

Wire Name	Sequence	Status	Amount
Demo Test Wire	1499139	Approval	\$1.00

Review the details of the wire and enter your **Wire Password.**

Click **Transmit.**

**▲ Note:** Recurring wires do not appear in the Approval status and cannot be approved until the Effective Date they are scheduled to process.

The dialog box contains the following text: "Wire Password" followed by a text input field. Below the field are two buttons: "Cancel" and "Transmit".



# Manage Wires

You can **Edit** or **Delete** your Wire Instructions/Templates if they are in a **Ready** or **Active** status.

## Edit Wire

**▲ Note:** Any wire with a **Ready** or **Active** status can be edited.

Click **Cash Management > Wires > Edit/Add**.

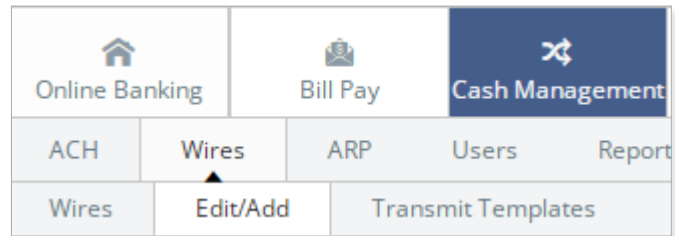
Select the account in which the Wire Instructions were set up from the **Display Wires For** drop-down list.

Click the **Single/Repetitive Wires** tab or the **Recurring/Future Dated Wires** tab, depending on how the Wire Instructions were set up.

Click **Edit** next to the wire.

Edit the Wire Instruction fields.

Click **Submit**.



### Single/Repetitive

The screenshot shows the 'Edit/Add Wires List' interface with the 'Single/Repetitive Wires' tab selected. The table below shows two wires. Red boxes highlight the 'Single/Repetitive Wires' tab, the 'Status' column, and the 'Edit' button for the first wire.

Wire Name	Sequence	Status	Amount	Rep Code	Account Number	Receiving FI	
<input type="checkbox"/> Demo Test Wire	1	Ready	\$1.00	1027220001	1000015106	GLACIER MTN WEST	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/> Demo Test Wire	1499139	Approval	\$1.00		1000015106	GLACIER MTN WEST	<a href="#">Edit</a> <a href="#">Delete</a>

### Recurring/Future-Dated

The screenshot shows the 'Edit/Add Wires List' interface with the 'Recurring/Future-Dated Wires' tab selected. The table below shows one wire. Red boxes highlight the 'Recurring/Future-Dated Wires' tab, the 'Status' column, and the 'Edit' button for the wire.

Wire Name	Sequence	Status	Amount	Rep Code	Recurring	Effective Date	Account Number	Receiving FI	
<input type="checkbox"/> Demo Test Wire	1	Active	\$1.00	2210270001	Monthly	10/31/2022	1000015106	GLACIER MTN WEST	<a href="#">Edit</a> <a href="#">Delete</a>

## Delete Wire

**▲ Note:** Any wire with a **Ready** or **Active** status can be deleted.

Click **Cash Management > Wires > Edit/Add**.

Select the account in which the Wire Instructions were set up from the **Display Wires For** drop-down list.

Click the **Single/Repetitive Wires** tab or the **Recurring/Future Dated Wires** tab, depending on how the Wire Instructions were set up.

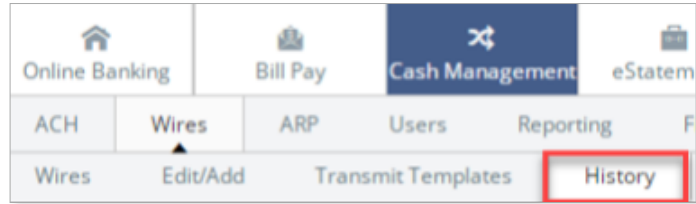
Choose one of the following options:

- To delete a single wire, click **Delete** next to the wire.
- To delete multiple wires, check the boxes next to the wires. Click **Delete Selected**.

# Manage Wires

## View Wire History

Use the Wire History to research wires.



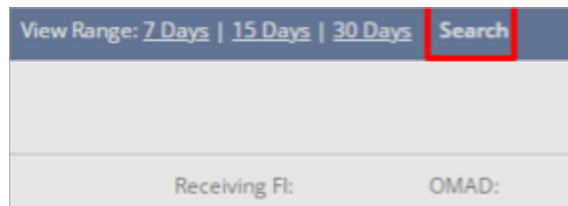
### Step 1

Click **Cash Management > Wires > History** tab.

Select the account in which the Wire Instructions were set up from the **View Wire Activity For** drop-down list.

### Step 2

Click **Search**.



### Step 3

Enter the **Search** criteria.  
Click **Submit**.

#### Search Wires History

Search By:  Transmitted Date  Effective Date

From Date:  

To Date:  

Begin Amount:

End Amount:

Wire History for Transmitted Date Range 01/01/2021 to 10/27/2022									
Wire Name:	Transmitted:	Effective:	Amount:	Rep Code:	Recurring:	Receiving Account Number:	Beneficiary Name:	Receiving FI:	OMAD:
TEST1	10/29/2021	10/29/2021	\$0.01	1011190016	None	106	TEST	GLACIER MTN WEST	20211029MMQFMPBM00052810291401FT03