



## Business Banking ACH Origination Guide

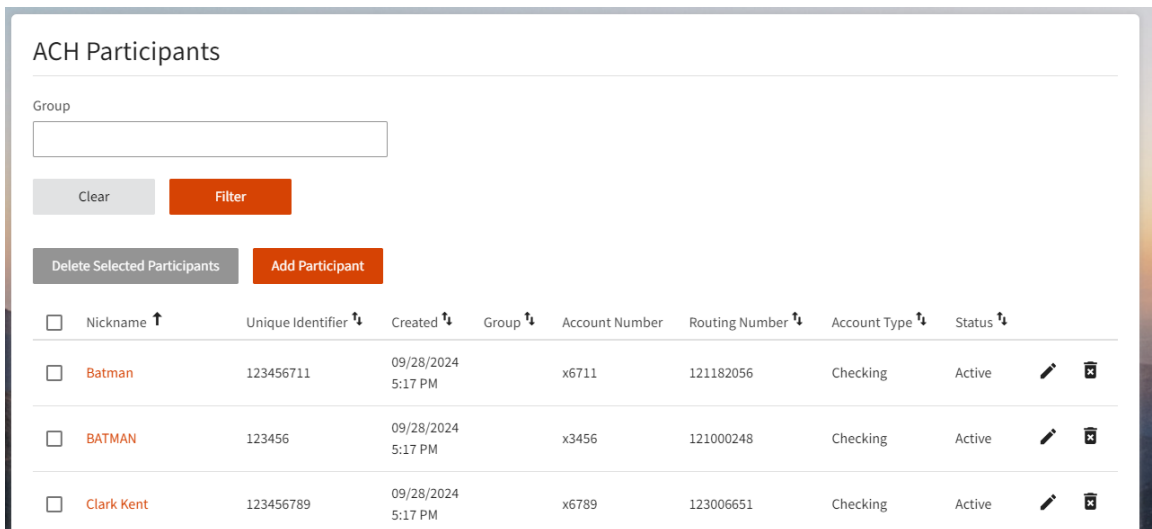
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## Managing Participants/Payees

### Add Participants Manually

1. Click the “ACH Participant” option from the ACH menu.
2. Click the “Add Participant” button on the ACH Participants module.



Nickname ↑	Unique Identifier ↕	Created ↕	Group ↕	Account Number	Routing Number ↕	Account Type ↕	Status ↕
<input type="checkbox"/> Batman	123456711	09/28/2024 5:17 PM		x6711	121182056	Checking	Active  
<input type="checkbox"/> BATMAN	123456	09/28/2024 5:17 PM		x3456	121000248	Checking	Active  
<input type="checkbox"/> Clark Kent	123456789	09/28/2024 5:17 PM		x6789	123006651	Checking	Active  

3. Populate the following fields on the Participant Details module and click the “Save” button.

Field	Description	Requirement
<b>Name</b>	Name of the participant.	Mandatory
<b>Email Address</b>	Email address of the participant.	Optional
<b>“Send email when batch status is changed to Processed” Checkbox</b>	Check to send participant an email notification when the batch is processed.	Optional
<b>Nickname</b>	Your nickname for the participant.	Optional
<b>Institution Name</b>	Participant’s financial institution.	Optional
<b>Routing Number</b>	Routing number of the participant’s financial institution.	Mandatory
<b>Unique Identifier</b>	Your unique identifier for the participant.	Mandatory
<b>Account Number/Confirm Account Number</b>	Participant’s account number.	Mandatory
<b>Account Type</b>	Participant’s account type.	Mandatory
<b>Status</b>	Select Active or Hold.	Mandatory

<b>Group</b>	Group or category for the participant. This field can be used to filter participants.	Optional
<b>Discretionary Data</b>	Discretionary data for the participant.	Optional

### Participant Details

Participant Type  
 Standard    Child Support Payment

Name

Email Address

Send email when batch status is changed to Processed

Nickname

Institution Name (Optional)

Routing Number

Unique Identifier

Account Number

Confirm Account Number

Account Type

Status

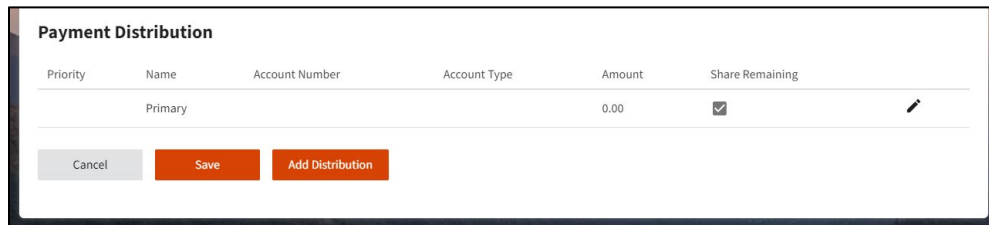
Group (Optional)

Discretionary Data (Optional)

Distribute Payments

## Payment Distributions

1. Check the “Distribute Payments” checkbox on the Participant Details module to add more than one account belonging to the participant.
2. Click the “Add Distribution” button.



Priority	Name	Account Number	Account Type	Amount	Share Remaining
Primary				0.00	<input checked="" type="checkbox"/>

Buttons: Cancel, Save, Add Distribution

3. Populate the following fields on the Distribution Details module and click the “Save” button.

Field	Description	Requirement
<b>Name</b>	Name of the participant.	Mandatory
<b>Account Number/Confirm Account Number</b>	Participant’s account number.	Mandatory
<b>Account Type</b>	Select the participant’s account type.	Mandatory
<b>Routing Number</b>	Routing number of the participant’s financial institution.	Mandatory
<b>“Share Remaining” Checkbox</b>	Check for this account to receive an equal share of the remaining amount after all fixed amounts are distributed.	Optional
<b>Amount (Minimum Amount)</b>	The fixed amount to be distributed to the account. Becomes “Minimum Amount” when “Share Remaining” is checked.	Optional

**Distribution Details**

\* Name

\* Account Number

\* Confirm Account Number

\* Account Type

\* Routing Number

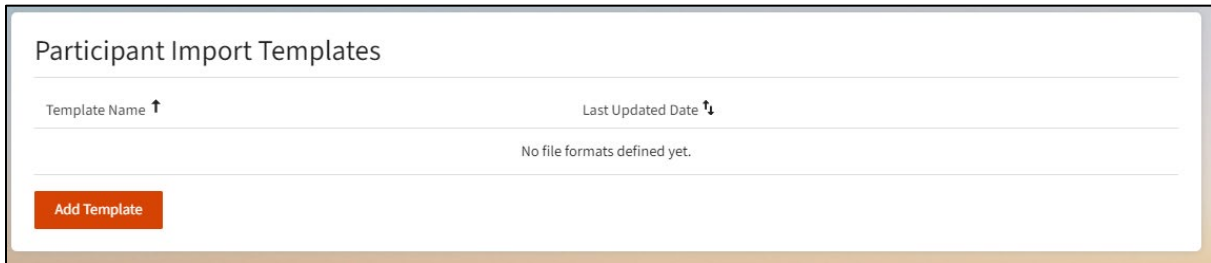
Share Remaining

Amount

## Import Participants via CSV File

### Create a Template for the CSV File

1. Click the “ACH Import” option from the ACH menu.
2. Click the “Add Template” button on the Participant Import Templates module.



3. Populate the Template Name field.
4. If this template will be used to update existing participants, check the “Update Existing Participants” checkbox and define the match criteria. Multiple match criteria can be selected.
5. Define the location of each field within the .csv file. See the following specifications for each field.
6. Click the “Save” button.

Field	Description	Character Limits
<b>Name</b>	Required.	1 to 22 characters
<b>Nickname</b>	Required.	1 to 40 characters
<b>Institution Name</b>	Optional. Recommend utilizing Routing Number instead.	9 characters
<b>Routing Number</b>	Required for new participants.	1 to 17 characters
<b>Account Number</b>	Required for new participants.	
<b>Account Type</b>	Populate this field with one of the following account types: “0” – Checking; “1” – Savings; “2” Loan.	1 character
<b>Participant Status</b>	Required field for new participants. Populate “Active” or “Hold.”	
<b>Participant Group</b>	Optional.	
<b>Discretionary Data</b>	Optional.	2 characters

### Participant Import Templates

\* Template Name

Update Existing Participants

Match Criteria

Name  
 Nickname  
 Unique Identifier  
 Account Number

**If Account Number is selected, Routing Number and Account Type will also be included as match criteria.**

Define the order of each field in the import file.

\* Name

Nickname

Institution Name

\* Routing Number

\* Account Number

\* Account Type

\* Unique Identifier

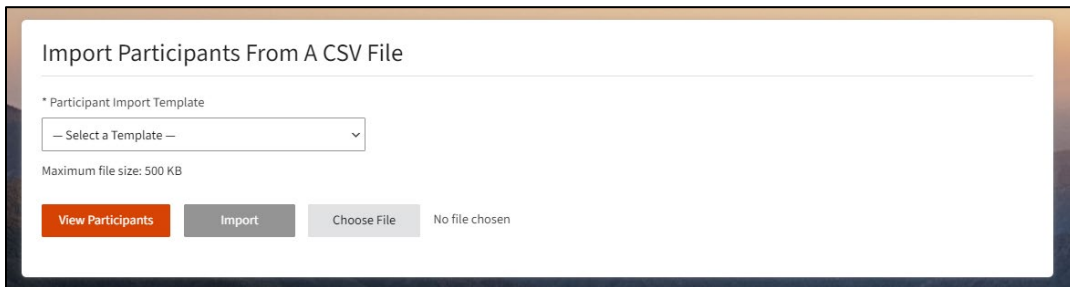
\* Status

Group

Discretionary Data

## Import the CSV File

1. Click the “ACH Import” option from the ACH menu.
2. Select the template from the Participant Import Template dropdown on the Import Participants From A CSV File module.
3. Click the “Choose file” button and select the .csv file.
4. Click the “Import” button.



5. View the message specifying the import results.

## Sample Import File

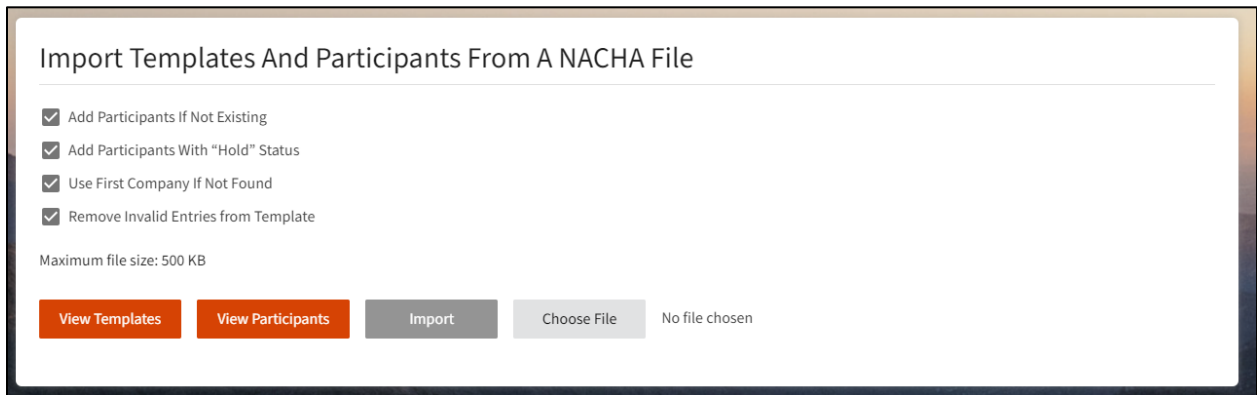
Name	Nickname	Routing Number	Account Number	Account Type	Unique Identifier	Status	Group
Clark Kent	Superman	111025084	000001111	0	000001111	Active	Superheroes
Diana Prince	Wonder Woman	73904560	000002222	1	000002222	Active	Superheroes
Tony Stark	Ironman	65402423	000003333	2	000003333	Active	Superheroes
Miles Morales	Spiderman	113125445	000004444	0	000004444	Active	Superheroes
Bruce Banner	Hulk	252071214	000005555	1	000005555	Active	Superheroes
Natasha Romanoff	Black Widow	231385950	000006666	2	000006666	Active	Superheroes
King T'Challa	Black Panther	061021060	000007777	0	000007777	Active	Superheroes



## Import Participant(s) and Batch Template(s) via NACHA File

Importing the NACHA file using this method can be an alternative for ACH Pass-Thru files that do not contain an offset entry for the Beneficial State Bank Account.

1. Change the extension of the NACHA file to .txt.
2. Click the “ACH Import” option from the ACH menu.
3. Check the “Add Participants if Not Existing” checkbox to create new participants upon import. Check the “Add Participants With Hold Status” to add participants with a hold status.
4. Check the “Use First Company If Not Found” checkbox to apply the first available company for the business. This can be updated once the batch template is created.
5. Check the “Remove Invalid Entries From Batch” checkbox if the file contains invalid entries. Examples of invalid entries include:
  - The participant is not found and the “Add Participants If Not Existing” checkbox is not checked.
  - The account type is invalid or not supported, i.e., not a checking, savings, or loan account.
  - The SEC code is not supported.
  - The file contains an ACH Company that does not match an existing company and the “Use First Company If Not Found checkbox” was not checked.



Import Templates And Participants From A NACHA File

Add Participants If Not Existing  
 Add Participants With "Hold" Status  
 Use First Company If Not Found  
 Remove Invalid Entries from Template

Maximum file size: 500 KB

[View Templates](#) [View Participants](#) [Import](#) [Choose File](#) No file chosen

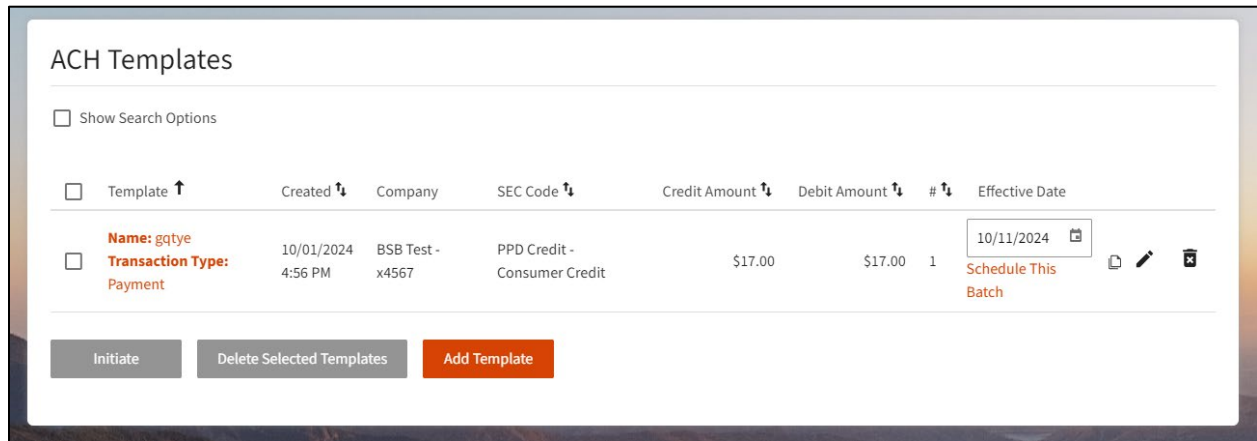
6. Click the “Choose file” button and select the .txt (NACHA) file.
7. Click the “Import” button.
8. View the import log for success, warning, and error messages associated with the import.

If match criteria cannot be met, new participants will automatically be created.

If debit and credit entries are contained in the batch and neither of these is offset, separate batches will be created.

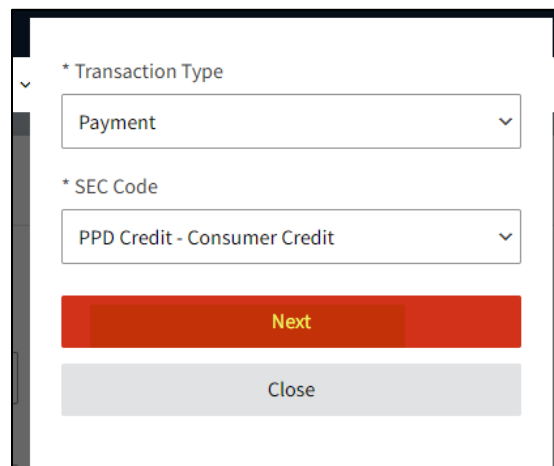
## Creating a Batch Template

1. Click the “ACH Templates” option in the ACH menu.
2. Click the “Add Template” button on the ACH Templates module.



## Define the Batch Type

1. Select the option from the Transaction Type dropdown.
  - a. If sending funds, select the “Payment” option.
  - b. If collecting funds, select the “Collection” option.
2. Select the option from the SEC Code dropdown.
  - c. Select “PPD” for a personal payment.
  - d. Select the “CCD” for a business payment.
3. Click “Next” button.



## Define the Batch Template Details

1. Populate the Template Name field.
2. Populate the Company Discretionary Data. This is an optional field.
3. Check the “Is Restricted” checkbox to restrict access to the batch. Users with the Manage Restricted Batches entitlement will have access to the batch.
4. Enter a Company Entry Description which should reference the purpose of the payment. The maximum character length is 10 characters.
5. Select the appropriate company from the Company dropdown if you have multiple companies.

### Template Details

SEC Code  
**PPD Credit - Consumer Credit**

Template Name

Company Discretionary Data (Optional)

Offset Individually

Company Entry Description

Company

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### ACH From

Nickname	Account Number	Account Type	Amount
Sample Nickname	x0009	Checking	<input type="text" value="\$ 17.00"/>

Debit Amount **\$17.00**

[Click here to add the offset account](#)

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### ACH To

Use Participant Distributions

Nickname	Notify	Unique Identifier	Account Number	Account Type	Hold	Prenote	Amount
Batman	No	123456711	x6711	Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="\$ 17.00"/> <a href="#">Addenda</a>

Credit Amount **\$17.00**    Hold Total **\$0.00**    Prenotes **0**

[Add Participants](#)

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### Import CSV File

No file chosen

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## Define the Offset Account

If the batch is a payment batch, the offset account will need to be defined in the ACH From section. If the batch is a collection batch, the offset account will need to be defined in the ACH To section.

1. If more than one account is eligible for ACH, select the offset account from the Offset Account dropdown.
2. Click the “Click here to add the offset account” link.
3. Populate the offset Amount field which should be the sum of the amounts for all participants.

ACH From			
Nickname <sup>↑</sup>	Account Number	Account Type <sup>↑</sup>	Amount
There are no entries.			
Debit Amount <b>\$0.00</b> <sup>?</sup>			
* Offset Account			
<input type="text" value="x7899 Analyzed Business Checking (Available -\$8.94)"/>			
<a href="#">Click here to add the offset account</a>			

## Add Participants to the Batch

If the batch is a payment batch, the participants (payees) will need to be defined in the ACH To section. If the batch is a collection batch, the participants will need to be defined in the ACH From section.



### Adding Participants from the Participant List

1. Click “Add Participants” link.
2. Select the checkbox for the participant(s) and click “Add Selected Participants” button.  
Populate the Group field to filter for participants.

**Participants** ✕

Group

<input type="checkbox"/>	Nickname ↑	Unique Identifier	Created	Group	Account Number	Routing Number	Account Type	Status
<input checked="" type="checkbox"/>		123456789	07/30/2024 5:29 AM		x6789	125000105	Checking	Active
<input type="checkbox"/>		2024412	07/30/2024 5:29 AM		x4412	26003379	Checking	Active

### Adding Participants via CSV File

1. Click the “Choose File” button and select the .csv file.
2. Click the “Import” button.

**ACH To**

Nickname ↓	Notify	Unique Identifier ↓	Account Number	Account Type ↓	Hold	Prenote	Amount
There are no entries.							

Credit Amount **\$0.00** ?    Hold Total **\$0.00** ?    Prenotes **0**

**Import CSV File**

No file chosen

- Click “Save” or “Save And Close” when the template is complete.

### Template Details

SEC Code  
**PPD Credit - Consumer Credit**

Template Name  
BSBTemplate

Company Discretionary Data (Optional)

Offset Individually

Company Entry Description  
Payroll

Company  
BSB Test - x4567

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### ACH From

Nickname	Account Number	Account Type	Amount
Sample Nickname	x0009	Checking	\$ 17.00

Debit Amount **\$17.00**

[Click here to add the offset account](#)

---

### ACH To

Use Participant Distributions

Nickname	Notify	Unique Identifier	Account Number	Account Type	Hold	Prenote	Amount
Batman	No	123456711	x6711	Checking	<input type="checkbox"/>	<input type="checkbox"/>	\$ 17.00

Credit Amount **\$17.00**    Hold Total **\$0.00**    Prenotes **0**

[Add Participants](#)

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### Import CSV File

Choose File    No file chosen    Import

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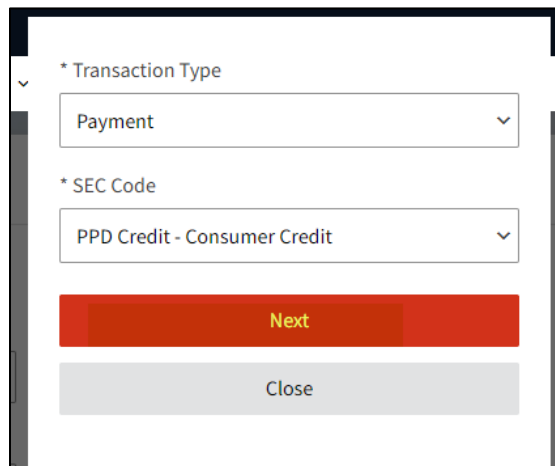
## Initiating an ACH Batch

### Initiating a One-time ACH Batch

1. Click the “One Time ACH Payment” option in the ACH menu.

### Define the Batch Type

2. Select the option from the Transaction Type dropdown.
  - a. If sending funds, select the “Payment” option.
  - b. If collecting funds, select the “Collection” option.
3. Select the option from the SEC Code dropdown.
  - c. Select “PPD” for a personal payment.
  - d. Select the “CCD” for a business payment.
  - e. Click “Next” button.



The screenshot shows a web form with two dropdown menus. The first dropdown is labeled “\* Transaction Type” and has “Payment” selected. The second dropdown is labeled “\* SEC Code” and has “PPD Credit - Consumer Credit” selected. Below the dropdowns are two buttons: a red “Next” button and a grey “Close” button.

### Define the Batch Details

1. On the One-Time ACH Payment module, select an option from the Schedule dropdown.
  - a. Select “Immediate” for the next business day.
  - b. Select “Future-Dated” to schedule a payment up to 60 calendar days in advance.  
Select the Effective Date.
2. Enter a Company Entry Description which should reference the purpose of the payment. The maximum character length is 10 characters.
3. Select the appropriate company from the Company dropdown if you have multiple companies.



### Define the Offset Account

If the batch is a payment batch, the offset account will need to be defined in the ACH From section. If the batch is a collection batch, the offset account will need to be defined in the ACH To section.

1. If more than one account is eligible for ACH, select the offset account from the Offset Account dropdown.
2. Click the “Click here to add the offset account” link.

ACH From			
Nickname <sup>↑</sup>	Account Number	Account Type <sup>↑</sup>	Amount
There are no entries.			
Debit Amount <b>\$0.00</b> <sup>?</sup>			
* Offset Account			
<input type="text" value="x7899 Analyzed Business Checking (Available -\$8.94)"/>			
<a href="#">Click here to add the offset account</a>			

3. Populate the offset amount which should be the sum of the amounts for all participants.

ACH From			
Nickname <sup>↑</sup>	Account Number	Account Type <sup>↑</sup>	Amount
Analyzed Business Checking	x0009	Checking	<input type="text" value="\$ 0.10"/>





## Add Participants to the Batch

If the batch is a payment batch, the participants (payees) will need to be defined in the ACH To section. If the batch is a collection batch, the participants will need to be defined in the ACH From section.

### Adding Participants from the Participant List:

1. Click “Add Participants” link.
2. On the Participants module, select the checkbox for the participant(s) and click “Add Selected Participants” button. Populate the Group field to filter for participants.

The screenshot shows a 'Participants' modal window. At the top, there is a 'Group' search field with a 'Filter' button (highlighted in red) and a 'Clear' button. Below this is a table with the following columns: Nickname (with an upward arrow), Unique Identifier, Created, Group, Account Number, Routing Number, Account Type, and Status. Two rows are visible in the table. The first row has a checked checkbox in the Nickname column, a Unique Identifier of 123456789, a Created date of 07/30/2024 at 5:29 AM, an Account Number of x6789, a Routing Number of 125000105, an Account Type of Checking, and a Status of Active. The second row has an unchecked checkbox, a Unique Identifier of 2024412, a Created date of 07/30/2024 at 5:29 AM, an Account Number of x4412, a Routing Number of 26003379, an Account Type of Checking, and a Status of Active. At the bottom of the modal, there are three buttons: 'Cancel', 'New Participant', and 'Add Selected Participants' (highlighted in red).

<input type="checkbox"/>	Nickname ↑	Unique Identifier	Created	Group	Account Number	Routing Number	Account Type	Status
<input checked="" type="checkbox"/>		123456789	07/30/2024 5:29 AM		x6789	125000105	Checking	Active
<input type="checkbox"/>		2024412	07/30/2024 5:29 AM		x4412	26003379	Checking	Active

3. On the Template Details module, populate the Amount field for each participant.
4. Click the “Addenda” link to add a note or a memo about the payment.
5. Click the “Initiate” button.
6. Complete the OTP/soft token challenge.

The pending batch will be listed on the Pending Batches module on the ACH Activity page.




If dual approval is required, another business user will be required to approve before the batch can be processed.

## Initiating a Batch using a Batch Template

1. Click the “ACH Templates” option under the ACH menu.
2. Identify the batch and validate the amounts.
3. Populate the Effective Date of the batch.
4. Click the checkbox in the leftmost column for the batch.
5. Click the “Initiate” button.
6. Complete the OTP/soft token challenge.

### ACH Templates

Show Search Options

<input type="checkbox"/>	Template ↑	Created ↓	Company	SEC Code ↓	Credit Amount ↓	Debit Amount ↓	# ↓	Effective Date	
<input type="checkbox"/>	<b>Name:</b> gqtye <b>Transaction Type:</b> Payment	10/01/2024 4:56 PM	BSB Test - x4567	PPD Credit - Consumer Credit	\$17.00	\$17.00	1	10/11/2024	<a href="#">Schedule This Batch</a>   

The pending batch will be listed on the Pending Batches module on the ACH Activity page.

If dual approval is required, another business user will be required to approve before the batch can be processed.

## Scheduling a Recurring Batch

1. Click the “ACH Templates” option under the ACH menu.
2. Identify the batch and validate the amounts.
3. Click the “Schedule this Batch” link.
4. Populate the Start Date.
5. Select the Frequency.
6. Select the end date or number of transfers.
  - a. Select “No End Date” for a recurring batch with no end date.
  - b. Select “End By” to specify a specific end date. Populate the date.
  - c. Select “Number of Transfers” and populate this field to define the number of transfers.

**Recurring Batch Schedule**

Batch  
**gqtye**

Credit Amount  
**\$17.00**

Debit Amount  
**\$17.00**

Company  
**BSB Test**

SEC Code  
**PPD Credit - Consumer Credit (Payment)**

\* Start Date  
10/11/2024

\* Frequency  
Monthly

No End Date

End By:  
MM/DD/YYYY

Number of Transfers:

Cancel **Initiate**

Once the batch is scheduled, it will be displayed in the Scheduled ACH Batches module on the ACH Activity page.



## Upload an ACH Pass-Thru File

The ACH Pass-Thru module can be used to upload a balanced NACHA formatted file containing batches of ACH transactions for Beneficial State Bank processing. The workflow supports dual approvals.

**Note:** See the [Import Participant\(s\) and Batch Template\(s\) via NACHA File](#) instructions to import a NACHA file that is not balanced and/or does not contain a Beneficial State Bank offset account.

The NACHA file must meet the following criteria:

- The file is in a valid NACHA format.
- Only one file can be uploaded at a time.
- Files may not be larger than 500 KB.
- Mixing credits, tax payments, and/or debit transactions in a single batch is an error, excepting a single offset account transaction.
- SEC code and transaction type combination must be entitled for the business and the business user.
- An offset account must be specified in the batch.
- If an offset account is specified, the offset account amount must equal the sum of the amounts on all other transactions in the batch.
- The companies referenced in the batch header and offset account must exist in Online Banking and the uploader must be entitled to them.
- Uploading the file cannot violate any transaction or batch credit or debit limits or the user's or company's daily credit or debit limits.
- The effective date for each batch must be a valid future business day.

**Note:** When a Pass-Thru file is uploaded containing transactions, those transactions count toward daily limits when the business user is initiating ACH batches elsewhere in the application and subsequently when he or she is uploading more Pass-Thru files.

## ACH Pass-Thru Workflow

1. Click the “ACH Pass-Thru” option under the ACH Menu.
2. Check the “Override Past Effective Dates” checkbox to specify the Effective Date.
3. Check the “Skip Invalid Effective Dates” checkbox to ignore batches with invalid effective dates in the file. Only batches with valid effective dates will be loaded.
4. Check the “Skip Duplicate Check” checkbox to upload batches that appear to be a duplicate of an existing batch.
5. Click the “Choose File” button and select the NACHA formatted file.



6. Click the “Upload” button.
7. View the upload prompt for a success message or modifications required to upload the file successfully.

If the upload is successful, the uploaded file appears in the list of pending files. Clicking the file opens a popup window displaying the contents of the uploaded file.

If the file upload fails, a specific error message will be displayed to the user detailing the reason for the failure.

A screenshot of a web application interface titled "Pending ACH Pass-Thru". At the top, there is a large text area containing an error message: "\* Batch #0319018: The batch was REJECTED because the effective date of 07/29/2024 is invalid." Below this, there are several form elements: a checked checkbox for "Override Past Effective Dates" with a date picker set to "10/03/2024", an unchecked checkbox for "Skip Invalid Effective Dates", and another unchecked checkbox for "Skip Duplicate Check". Below these is the text "Maximum file size: 500 KB", a "Choose File" button, and the text "No file chosen". At the bottom of the form area is an "Upload" button. Below the form area is a table header with columns: "Created By" (with a sort icon), "Created" (with an upward sort icon), "Status" (with a sort icon), and "File Name" (with a sort icon). The table body is empty, and a message "There are no files to display." is centered below the table.

## Pass-Thru Error Messages

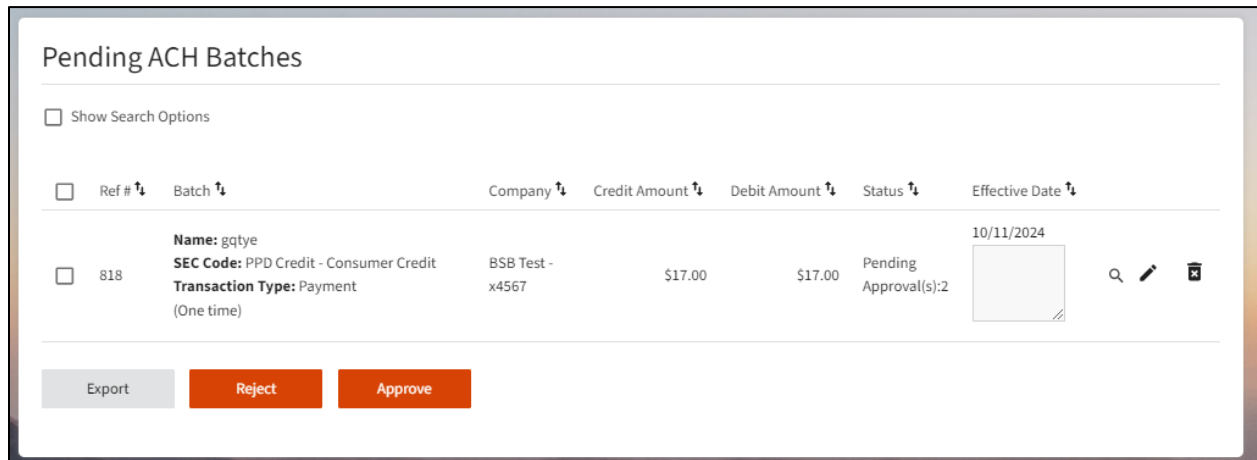
The Pass-Thru validation includes several informational error messages that can be displayed to the user if the file upload fails.

Type	Description	Message
Effective Date Overridden Message	Displayed when the effective date of a batch has been overridden by a user-supplied value.	Batch #{BatchId}: The effective date has been adjusted to {EffectiveDate:d}.
All Batches Skipped Message	Displayed when all batches in a file have been skipped.	All batches have been removed.
Could Not Upload File Due to Error	There was an unexpected problem uploading the file.	An unexpected error occurred while trying to upload the file "{FileName}".
Duplicate File Message	There is already a file uploaded with that name.	You cannot add the file "{FileName}" because it already exists.
Too Many Offset Accounts	There is more than one offset account in a single NACHA file batch.	Batch #{BatchId} ({SecCode}): The batch was REJECTED because it contains more than one offset entry.
Unbalanced Batch Warning	The offset transaction in a NACHA file batch does not balance the other transactions.	Batch #{BatchId}: The batch was REJECTED because the offset entry does not equal the sum of the remaining entries.
Company in Offset Transaction Not Recognized	The ACH company given in the offset transaction of a batch in the NACHA file is not recognized.	Batch #{BatchId} ({SecCode}): The batch was REJECTED because the company in the offset entry is invalid.
Not Entitled to Offset Company	You are not entitled to use the company given in the offset transaction of a batch in the NACHA file.	Batch #{BatchId} ({SecCode}): The batch was REJECTED because you are not entitled to reference the "{CompanyName}" company.
File Successfully Uploaded	The file was uploaded successfully.	
File Not Uploaded	The file was not uploaded due to a validation error.	No file was uploaded.

Effective Date Not Valid	The effective date of a batch was not a valid future business date.	Batch #{BatchId}: The batch was REJECTED because the effective date of {EffectiveDate:d} is invalid.
Batch Skipped Due to Effective Date	The batch was skipped due to an invalid effective date.	Batch #{BatchId}: The batch was not uploaded because the effective date of {EffectiveDate:d} is invalid.

## Approve and Rejecting ACH Batch

1. Click the “ACH Activity” option in the ACH menu.
2. Click the magnifying glass icon to view the batch details.
3. Check the checkbox for the batch to be approved or rejected.
4. Click the “Approve” button to approve the batch or the “Reject” button to reject the batch.
5. If the batch is rejected, request the initiator to edit the batch and reinitiate.



The screenshot shows a web interface titled "Pending ACH Batches". At the top left, there is a checkbox labeled "Show Search Options". Below this is a table with columns: Ref #, Batch, Company, Credit Amount, Debit Amount, Status, and Effective Date. A single row is visible with the following data: Ref # 818, Batch (with details: Name: gqtye, SEC Code: PPD Credit - Consumer Credit, Transaction Type: Payment (One time)), Company BSB Test - x4567, Credit Amount \$17.00, Debit Amount \$17.00, Status Pending Approval(s):2, and Effective Date 10/11/2024. To the right of the date are icons for search, edit, and delete. At the bottom of the interface are three buttons: "Export", "Reject", and "Approve".

The batch status will change to pending processing when all approvals have been completed.