

Quick Reference Guide

ACH File Data Transmission via sFTP

JHA Treasury Management™

Last Updated: November 7, 2025

ACH File Data Transmission via sFTP

Overview: The ACH File Data Transmission via sFTP feature of the Treasury Management platform meets the needs of higher volume ACH originators and can improve integration with a business payment process. This solution will provide the bank customer with the ability to send NACHA formatted ACH files to Treasury Management via SFTP (Secure File Transfer Protocol). The capabilities include utilizing the existing NACHA file format, intuitive file upload workflow and reports. Note: The workflow supports the existing fraud and risk controls that exist with the platform such as notifications, approvals and two factor authentication. This capability is completely controlled by the bank. It becomes available to a company and its users only after the features for ACH upload are enabled at the bank and company levels in the TM Back Office.

Benefits for the Banks?

- Additional key ACH payment capability, especially for high volume businesses.
- Back Office Report providing visibility into the ACH File activity.
- Ability to charge via Enhanced Account Analysis through a billing counter.

Benefits for Customers?

- Eliminates the need to input individual ACHs batches/files when volume is a concern.
- Enabling end user to process, delete, view, and review the file.
- Enabling workflow allows users to review and confirm ACH file contents.
- ACH File Activity reporting to easily track ACH file activity.
- Additional fraud risk point controls.

Back Office – Company User Configuration

JHA Treasury Management

CompanyUserConfigurationReports

Hi, KIMMLast Login: 05/02/2025, 09:02 AM, CSTLog Out

← Ryan Matthew

Kim MooreStatus: Inactive

Submit for Enrollment

Edited by Kim Moore 05/02/2025 at 9:10AM

Note: Changes have been made to this user that have not been submitted for enrollment. You may resume editing, submit the current edits for enrollment, or you may take the option to discard all edits. Discard All Edits

User Information

Account Access

IP Access

Time Access

ACCOUNT RECONCILIATION REPORTING

Entitlements

ACH

Entitlements

User Limits

POSITIVE PAY

Entitlements

REPORTING

Entitlements

ACH Entitlements

ACH Company Access:

Restricted Batch☐

Manage ACH Companies

ACH Templates

Create ACH Template	Full Edit ACH Template	Partial Edit ACH Template	Delete ACH Template	Approve ACH Template
Toggle row <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACH Payments

Create ACH Payment	Full Edit ACH Payment	Delete ACH Payment	Approve ACH Payment	Partial Edit ACH Payment	File Upload Edit
Toggle row <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

International ACH Payments

Create International ACH Payment	Full Edit International ACH Payment	Partial Edit International ACH Payment	Delete International ACH Payment	Approve International ACH Payment	File Upload Edit International ACH Payment
Toggle row <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

International ACH Templates

1. Company User Configuration – ACH Entitlements

Create ACH Payment can be enabled within the Company Users Configuration. This configuration will be utilized for manually uploaded files and files sent via sFTP.

Back Office – Notification Configuration

JHA Treasury Management[®]

Company

User

Configuration

Reports

Hi, KIMMLast Login: 05/02/2025, 09:02 AM, CSTLog Out

ACH

Type to filter

		FI Required	Email	Desktop Notification	Text Message (SMS)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Payment Created	ACTIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Reversal Payment Created	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Payment Pending Approval	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Payment Pending Approval up to 30 minutes Prior to Cutoff	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Same Day ACH Payment Pending Approval up to 30 Minutes Prior to Cutoff	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Payment Approved	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Payment - Approval Rejected	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Payment - Edited/Deleted	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Payment Failed	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Payment Uninitiated	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Template Created	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Template Pending Approval	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Template Approved	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Template - Approval Rejected	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH Template - Edited/Deleted	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH File Upload	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACH File Transmitted	ACTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Notifications

ACH File Transmitted notification will alert a user when an ACH file has been successfully transmitted to Treasury Management and available on the ACH File Activity page for processing.

Sample Notification

Notification ACH File Transmitted

T

TM554@staging.jhaens.com

To

Retention Policy

365-Day Item Mailbox Retention (Permanently Delete) (1 year)

Expires

5/2/2026

☺

↩ Reply

↩ Reply All

➡ Forward

📧

⋮

Fri 5/2/2025 12:11 PM

ⓘ

If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender

Do not open attachments or click links from an unknown source. Forward suspicious emails to Anti-Spam.

A new ACH file has been transmitted by System.

File Name: 999994463_PROD_GWright001_ACH_2025040502120815_3334455555_NACHA.txt

File Size: 1.5 KB

Total # of Batches Transmitted: 3

Total # of Balanced Batches: 0

Total # of Unbalanced Batches: 3

To view details, log in to the Treasury Management site and access ACH File Activity.

Note: Notification will be sent to all users for the TM Company that have enrolled in the notification and have access to the ACH Company.

Back Office - ACH File Upload Report

Back Office report that provides information about the files uploaded or transmitted vis sFTP.

1. Search

Report Results will be based on the search criteria that is used.

2. Report Results

- Process Date
- Processed By
- Received Date
- File Name
- File Size
- Source
 - If file is transmitted, Source will be = System.
 - If file is manually uploaded, Source will be = company user who uploaded the file.
- Total Batch
 - The total number of ACH batches include in the file uploaded or transmitted.
- Approved
- Pending Approval
- Rejected
- Expired
- Total Debits
- Total Credits

Note: Files listed with zero count, and zero-dollar amount are transmitted ACH files that encountered errors upon ingestion. Error details can be viewed on the ACH File Activity page in Channel.

3. View

Select View to display the list of ACH batches included in the file. The list of ACH batches will open in a modal. From within the modal, users can view file details.

When View File Data button is selected, the modal will switch to a view of the file as it was transmitted.

1

2

3

JHA Treasury Management™ Company User Configuration Reports												
Hi, kim554stg Last Login: 07/09/2025, 03:12 PM, CST Log Out												
ACH File Uploaded and Transmitted Report												
Filter												
Processed Date	Processed By	Received Date	File Name	File Size	Source	Total Batches	Approved	Pending Approval	Rejected	Expired	Total Debits	Total Credits
07/09/2025	Shilpa Reddy	07/09/2025	999994463_PROD_SREDDY_ACH_20250709104630_4044444444_NACHA.txt	864 B	System	1	1	0	0	0	\$0.00	\$1.00
07/09/2025	Shilpa Reddy	07/09/2025	Tax Payment.txt	864 B	Shilpa Reddy	1	1	0	0	0	\$0.00	\$100.00
07/09/2025	Shilpa Reddy	07/09/2025	999994463_PROD_SREDDY_ACH_20250709104830_4044444444_NACHA.txt	864 B	System	1	1	0	0	0	\$0.00	\$100.00
		07/09/2025	999994463_PROD_SREDDY_ACH_20250709105530_4040404001_NACHA.txt	1.59 KB	System	3	0	0	0	0	\$12.00	\$0.00
07/09/2025	Teresa Upchurch	07/09/2025	999994463_PROD_Upchurch_ACH_20250709095901_AutoACH7_NACHA.txt	960 B	Teresa Upchurch	1	1	0	0	0	\$45.00	\$45.00
07/09/2025	Teresa Upchurch	07/09/2025	ConfirmationACHPayment (19).txt	960 B	Teresa Upchurch	1	1	0	0	0	\$70.90	\$70.90
		07/09/2025	999994463_PROD_SREDDY_ACH_20250709115930_44890098_NACHA.txt	864 B	System	1	0	0	0	0	\$100.00	\$90.00
		07/09/2025	999994463_PROD_SREDDY_ACH_20250709105930_4040404001_NACHA.txt	1.88 KB	System	4	0	0	0	0	\$12.00	\$2.00
07/09/2025	Teresa Upchurch	07/09/2025	999994463_PROD_Upchurch_ACH_20250709100501_AutoACH7_NACHA.txt	960 B	System	1	1	0	0	0	\$70.91	\$70.91
		07/09/2025	Balanced and unbalanced file - One batch has invalid ACH Company ID.txt	2.25 KB	Shilpa Reddy	5	0	0	0	0	\$13.00	\$3.00
07/09/2025	Shilpa Reddy	07/09/2025	999994463_PROD_SREDDY_ACH_20250709111030_4040404001_NACHA.txt	2.25 KB	System	5	4	0	0	0	\$13.00	\$3.00
07/09/2025	Shilpa Reddy	07/09/2025	999994463_PROD_SREDDY_ACH_20250709114630_4040404001_NACHA.txt	864 B	System	1	1	0	0	0	\$1,014.00	\$0.00
		07/09/2025	999994463_PROD_GWright001_ACH_20250709115501_3334455555_NACHA.txt	960 B	System	1	0	0	0	0	\$10.00	\$10.00
		07/09/2025	999994463_PROD_SREDDY_ACH_20250709020930_4040404001_NACHA.txt	864 B	System	1	0	0	0	0	\$0.00	\$15.00
											\$2,374.81	\$510.81
Viewing 16 items												
First Previous 1 Next Last 25												

Navigation

From the main navigation, users can:

1. **View ACH File Activity**

ACH File Data Transmission via sFTP

ACH File Activity

ACH File Activity view will display a list of ACH files that have been uploaded or transmitted via sFTP.

1. Quick Navigation

Users can quickly navigate between page views (ACH File Activity, Recurring ACHs, and ACH Payment Activity).

2. Type to Filter

Users may utilize the Type to Filter in order to narrow the results. This feature will filter across the results to refine based on the users entered criteria.

3. Information Available

- File Name
- File Size
- Source (User or System)
 - If file is transmitted, Source will be = System.
 - If file is manually uploaded, Source will be = company user who uploaded the file.
- Received Date
- Processed By
- Process Date
- Total Batches (in the file)
- The status of the ACHs including
 - Approved (or submitted)
 - Pending Approval
 - Rejected
 - Expired
- Total Debits
- Total Credits
- Actions

4. ACH Actions

For an ACH file transmitted via SFTP, users will have the ability to Process, View, or Delete the file. Once a file is processed, the Review File action will be available and will take the user to the ACH Payment Activity page. From the ACH Payment Activity page they can select the Transaction ID to see the list of ACHs recipients that were created from the processed file.

Message Center

Notifications

Cut-Off Times

Last Login: 05/02/2025, 12:32 PM, CST

Hi, kmoore (GWright001)

DASHBOARD

ACCOUNTS

PAYMENTS

REPORTING

ADMIN

ACH File Activity

ACH Payment Activity

Recurring ACH Payments

Type to filter

Download

Print

	File Name	Size	Source	Received Date	Processed By	Processed Date	Total Batches	Approved	Pending Approval	Rejected	Expired	Total Debits	Total Credits	Actions
<input type="checkbox"/>	999994463_PROD_GWright001_ACH_2025040502123315_3334455555_NACHA.txt	1.5 KB	System	05/02/2025			3	0	0	0	0	\$0.00	\$16.00	Actions
<input type="checkbox"/>	999994463_PROD_GWright001_ACH_2025040502122714_3334455555_NACHA.txt	1.5 KB	System	05/02/2025			2	0	0	0	0	\$0.00	\$7.00	View File
<input type="checkbox"/>	999994463_PROD_GWright001_ACH_2025040502122016_3334455555_NACHA.txt	1.5 KB	System	05/02/2025			2	0	0	0	0	\$0.00	\$7.00	Process File
<input type="checkbox"/>	999994463_PROD_GWright001_ACH_2025040502120815_3334455555_NACHA.txt	1.5 KB	System	05/02/2025			2	0	0	0	0	\$0.00	\$7.00	Delete File
<input type="checkbox"/>	999994463_PROD_GWright001_ACH_20250421144001_3334455555_NACHA.txt	1.5 KB	Kim Moore	04/30/2025	Kim Moore	04/30/2025	2	0	0	0	2	\$0.00	\$7.00	Actions
<input type="checkbox"/>	999994463_PROD_GWright001_ACH_20250430134101_3334455555_NACHA.txt	1.5 KB	Kim Moore	04/30/2025	Kim Moore	04/30/2025	2	0	0	0	2	\$0.00	\$7.00	
												\$0.00	\$51.00	

Viewing 6 items

Review

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ACH File Activity - continued

YourFi

FDIC

FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Message Center

Notifications

Cut-Off Times

Last Login: 05/02/2025, 12:41 PM, CST

Hi, kmoore (GWright001)

DASHBOARD

ACCOUNTS

PAYMENTS

REPORTING

ADMIN

Search ACH File Activity

ACH File Activity | ACH Payment Activity | Recurring ACH Payments

Download | Print

Type to filter

STATUS															
	File Name	Size	Source	Received Date	Processed By	Processed Date	Total Batches	Approved	Pending Approval	Rejected	Expired	Total Debits	Total Credits	Actions	
	999994463_PROD_GWright001_ACH_2025040502123315_3334455555_NACHA.txt	1.5 KB	System	05/02/2025			3	0	0	0	0	\$0.00	\$16.00	Actions	
	999994463_PROD_GWright001_ACH_2025040502122714_3334455555_NACHA.txt	1.5 KB	System	05/02/2025			3	0	0	0	0	\$0.00	\$16.00	Actions	
	999994463_PROD_GWright001_ACH_2025040502122016_3334455555_NACHA.txt	1.5 KB	System	05/02/2025			3	0	0	0	0	\$0.00	\$16.00	Actions	
	999994463_PROD_GWright001_ACH_2025040502120815_3334455555_NACHA.txt	1.5 KB	System	05/02/2025			3	0	0	0	0	\$0.00	\$16.00	Actions	
	999994463_PROD_GWright001_ACH_20250430135216_3334455555_NACHA.txt	1.31 KB	System	04/30/2025			1	0	0	0	1	\$0.00	\$8.00	Actions	
	999994463_PROD_GWright001_ACH_20250425143401_3334455555_NACHA.txt	1.31 KB	System	04/25/2025			2	0	0	0	2	\$0.00	\$22.00	Actions	
	GWright Manual Upload.txt	864 B	Kim Moore	05/02/2025	Kim Moore	05/02/2025	1	1	0	0	0	\$0.00	\$8.50	Review ACH	
	999994463_PROD_GWright001_ACH_20250502123701_3334455555_NACHA.txt	864 B	System	05/02/2025	Kim Moore	05/02/2025	1	1	0	0	0	\$0.00	\$8.50	Actions	
	999994463_PROD_GWright001_ACH_20250421144001_3334455555_NACHA.txt	1.5 KB	Kim Moore	04/30/2025	Kim Moore	04/30/2025	3	0	0	0	3	\$0.00	\$16.00	Review ACH	
	999994463_PROD_GWright001_ACH_20250430135216_3334455555_NACHA.txt	1.31 KB	System	04/30/2025	Kim Moore	04/30/2025	1	1	0	0	0	\$0.00	\$13.70	View File	
													\$0.00	\$140.70	

Viewing 1 to 10 of 12 items

First

Previous

1

2

Next

Last

10

Review

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Tip: Navigating to ACH Payment Activity has 2 paths. First, when navigating from ACH File Activity by selecting Review, user will see only the ACH recipients associated with the selected file on the ACH Payment Activity page. Second, selecting ACH Payment Activity from the main navigation menu, users will see all ACH activity which includes pending approvals, future dated, as well as ACH history.

Once the transmitted file has been successfully processed, the actions to Process and Delete will no longer be available. The action to Review and View file will be the only available actions.

If the file is not processed by a company user before the next cutoff, the file contents processed will expire and can not be.

Note: For manually uploaded files, the only action available is Review.

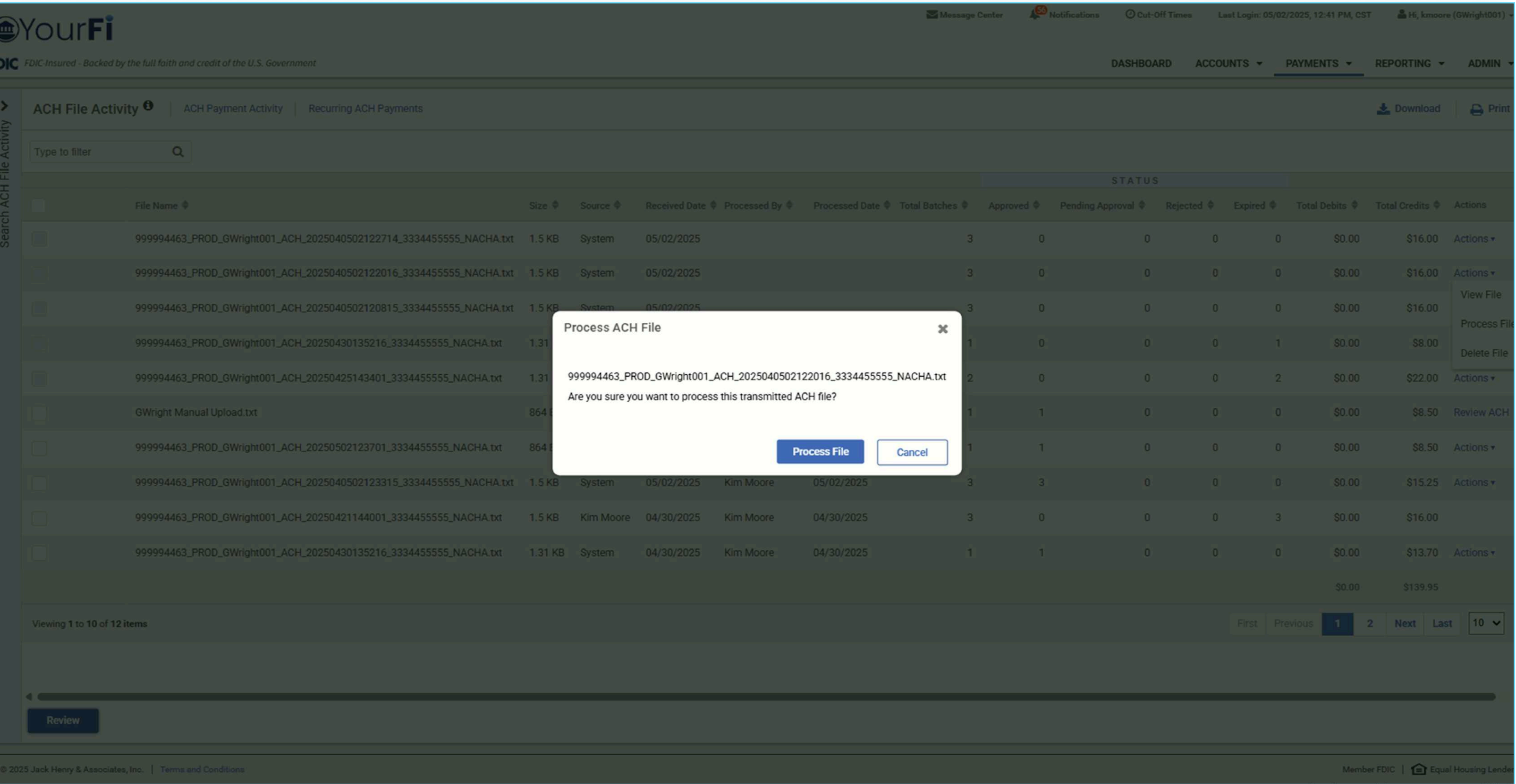
ACH files transmitted via SFTP will use the Source of System.

Received Date will be the date the file is transmitted via SFTP or manually uploaded by a company user. Processed By and Processed Date will be the date a company user either manually uploads a file or takes the action to process a transmitted ACH file.

ACH Activity - File Hyperlink

1. File Name

Users can access the ACH Payment Activity page for a specific ACH File by selecting the Review ACH action on the ACH File Activity page. This action directs the users to the ACH Payment Activity page, displaying only the ACH batches for that file. Selecting the ACH Batch Transaction ID will show the batch details, including the file name under the status. The file name will be a hyperlink, which, when clicked, will return users to the ACH File Activity page, showing details for the selected file only.



1. Process ACH File

When the action to Process a file is taken, the user will be presented with a confirmation message asking if they are sure they want to process this transmitted ACH file. The message will include the ACH file name and a button to Process File or Cancel.

- Process File – selecting this button will take user into the Process file workflow and the user will land on the Create ACH Payment/File Upload Summary page.
- Cancel – will return the user to the ACH File Activity page with no action taken on the file.

NOTE: If a file is transmitted after cutoff and user attempts to process the file, the effective date of the ACH transaction must be the next business day or greater for the user to be able to complete the workflow successfully. If the user attempts to process a file after cutoff with ACH transactions that have an effective date of the current day, the user will be allowed to walk through the workflow but will receive an error on the final page “There was a problem finalizing your ACHs, please try again”.

Process ACH File Workflow - Summary

Create ACH Payment

1. File Summary

2. Review

3. Confirmation

File Upload Summary

999994463_PROD_GWright001_ACH_2025040502122016_3334455555_NACHA.txt 3 Batches

File Size: 1.5 KB

Total Balanced Batches: 0

Total Balanced Debit: \$0.00

Total Balanced Credits: \$0.00

Total Unbalanced Batches: 3

Total Unbalanced Debit: \$0.00

Total Unbalanced Credits: \$15.25

Type to filter

Q

☐ Unselected (0)

☐ Unauthorized (0)

☐ Errors (0)

Review Selected

Print Errors

Batches 3 of 3 Batches Selected

Please validate the Effective Date for accuracy

☐ One Effective Date for all Batches

<input checked="" type="checkbox"/>	Batch Name	ACH Company Name	SEC Code	Total Debits	Total Credits	Effective Date	
<input checked="" type="checkbox"/>	Wrights Plumb PR 0000002	Wrights Plumb PR	PPD	\$0.00	\$4.00	05/06/2025	<div><div></div><div>Details</div></div>
<input checked="" type="checkbox"/>	Wrights PlumbCTX 0000003	Wrights PlumbCTX	CTX	\$0.00	\$2.75	05/06/2025	<div><div></div><div>Details</div></div>
<input checked="" type="checkbox"/>	Wrights Over SDA 0000001	Wrights Over SDA	PPD	\$0.00	\$8.50	05/06/2025	<div><div></div><div>Details</div></div>

Viewing 1 - 3 of 3 Batches

25

Review

Cancel

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1. File Summary

After a file has been selected for processing, users can view the Payment Details if a single batch or the File Summary information if multi batch. Payment Details will give the batch information and display the recipients. If multi batch, summary will include the file name, summary information (File Size, Total ACH Balanced/Unbalances Batches with total debits/credits) and a list of ACH batches included in the file.

2. ACH Details (Multi Batch)

Multi batch payments details can be viewed by selecting Details, which will display the recipient details for the selected batch. A user can edit some batch information within the Summary portion of this work flow (if they have entitlement File Upload Edit).

Fields that can be edited for multi batch:

- Batch Name
- Effective Date

Fields that can be edited for single batch:

- Effective Date
- Frequency

3. ACH Selection (Multi Batch)

A user can choose to exclude a batch from being submitted for processing by un-checking it during review. If the bank later wants to process said batch, they will need to retransmit or manually upload the batch.

Process ACH File Workflow – Review

Create ACH Payment

1. File Summary

2. Review

3. Confirmation

File Upload Review

999994463_PROD_GWright001_ACH_2025040502122714_3334455555_NACHA.txt 3 Batches

File Size: 1.5 KB

Total Balanced Batches: 0

Total Balanced Debit: \$0.00

Total Balanced Credits: \$0.00

Total Unbalanced Batches: 3

Total Unbalanced Debit: \$0.00

Total Unbalanced Credits: \$15.25

Type to filter

Q

☐ Unselected (0)

☐ Unauthorized (0)

Batches 3 of 3 Batches Selected

Please validate the Effective Date for accuracy

Batch Name	ACH Company Name	SEC Code	Total Debits	Total Credits	Effective Date	Offset Account
Wrights Over SDA 0000001	Wrights Over SDA	PPD	\$0.00	\$8.50	05/06/2025	<div>131301</div> <div>Q</div>
Wrights PlumbCTX 0000003	Wrights PlumbCTX	CTX	\$0.00	\$2.75	05/06/2025	<div>Select Account</div> <div>Q</div>
Wrights Plumb PR 0000002	Wrights Plumb PR	PPD	\$0.00	\$4.00	05/06/2025	191817

Viewing 1 - 3 of 3 Batches

25

Confirm

⚠

Back

Cancel

Users can review the batches or recipients a final time before submitting and must update the Offset account number if an offset is needed and hasn’t been defined.

1. Offset Account

If an offset is required, an input box will be available to select the account to be used for the offset payment.

2. Back

Select the back button to navigate to the Summary page and select the details link to make any changes to the payment information.

3. Confirm

Select the confirm button to create the ACH transactions and send them to core.

4. Cancel

Selecting the Cancel button will present a modal asking user if they are sure with buttons to Continue Editing or Ok.

- Continue Editing – will close modal and user can continue.
- Ok – will close the Process ACH workflow.

Note: Screen will look slightly different throughout the workflow if processing a single batch file.

Process ACH File Workflow – File Process Confirmation

Create ACH Payment

1. File Summary

2. Review

3. Confirmation

File Upload Confirmation

Download

Print

3 of 3 batches submitted for processing.

999994463_PROD_GWright001_ACH_202504050212

File Size: 1.5 KB

Create Another Payment

File Activity

Saved

ACH Payment saved successfully!

1. Payment Details

2. Review

3. Confirmation

Payment Detail - A000000735226

Download

Print

ACH Payment is processing. Please review the ACH Payment Activity.

Wrights Plumb 0000001 1 Recipient

Status: Initiated

ACH Company Name: Wrights Plumb

ACH Company ID: 3334455555

SEC Code: PPD

Entry Description: PAYROLL

Discretionary Data:

Debit: \$0.00

Credit: \$5.00

Audit: 5/2/2025 2:24:09 PM : Kim Moore : Payment Initiated
5/2/2025 2:24:07 PM : Kim Moore : Created

Effective Date: 05/06/2025

Offset Account: Checking

Q

☐ Prenote Only (0) ☐ Hold Only (0)

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Prenote	Hold	Addenda
test Client	393984383	30210398302	Checking	064108236	CR	\$5.00	No	No	Addenda

Viewing 1 - 1 of 1 Recipients

25

Close

Cancel

When a file is successfully processed and ACH transactions are created, the user will be given a success message. This message will be different based on the file composition.

1. File Summary

After a file has been successfully processed, users can view a summary of file information. For a multi batch file, it will include the file name, summary information (File Size, Total ACH Balanced/Unbalanced Batches, Total Debits/Credits) and Beneficiaries, and Total Debit Amount). For a single batch file, it will include the batch details, including the recipient details.

2. Download

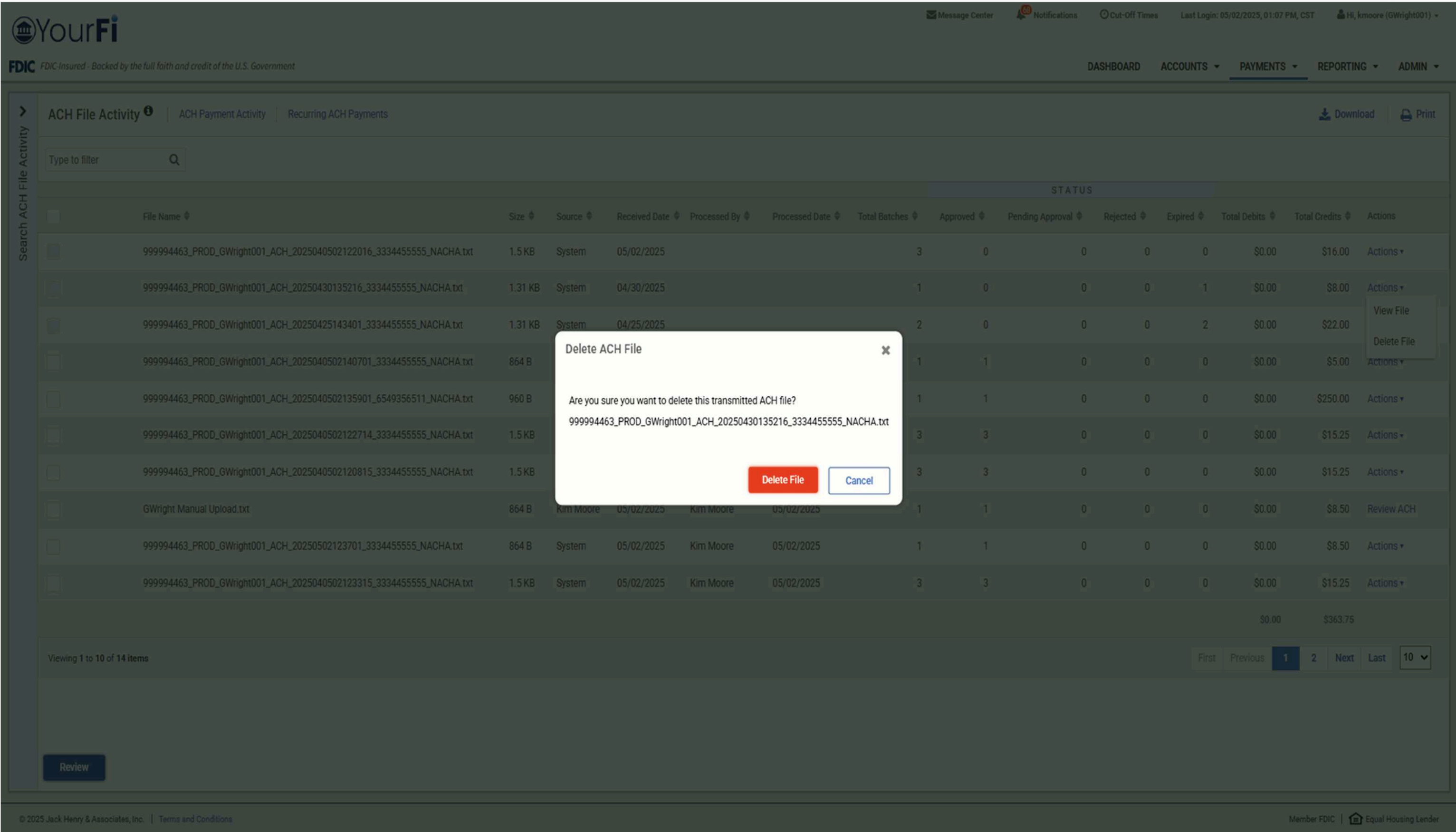
Download will allow the user to download the file in CSV, NACHA, or PDF format.

3. Print

Selection of the Print icon will open the print dialog and print the details of each ACH transaction created and processed in a single batch file or in a multi batch file, it will include the batch details.

Note: Screen will look slightly different throughout the workflow if processing a single batch file.

ACH File Activity Workflow – Delete File



1. Delete ACH File

When the action to Delete a file is taken, the user will be presented with a confirmation message asking if they are sure they want to delete this transmitted ACH file. The message will include the ACH file name with Delete File and Cancel buttons.

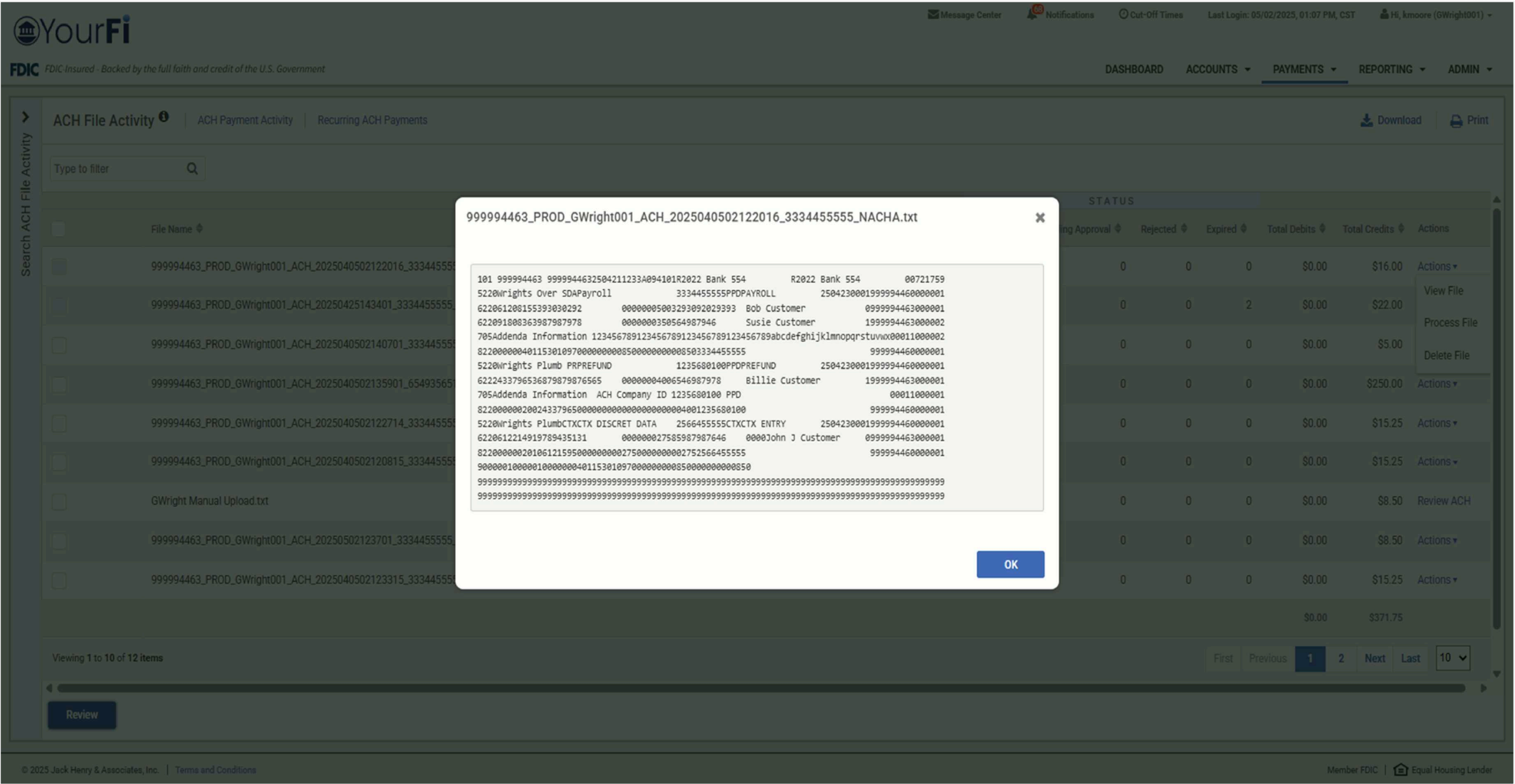
- Delete File – selecting this button will delete the ACH file from the ACH File Activity page. No further action will be allowed on this file.
- Cancel – will return the user to the ACH File Activity page with no action taken on the file.

ACH File Activity Workflow – Delete File continued

1. Delete ACH File confirmation

When an ACH file is successfully deleted, the user will be returned to the ACH File Activity page with a Delete successful message.

ACH File Activity Workflow – View File



1. View ACH File

When the action to View a file is taken, a modal will be opened allowing the user to view the contents of the file, exactly as they were transmitted. The file name and file type will be located at the top left of the modal. A scroll bar on the right will allow the user to move up and down to view the file contents if they exceed what can be displayed initially.

- OK - Using the OK button will close the modal.

ACH Payment Activity

Search ACH Payment Activity

ACH Payment Activity

ACH File Activity

Recurring ACH Payments

Create New Payment

Download

Print

Type to filter

PENDING APPROVAL

14

\$0.00 DR \$82.40 CR

PENDING PROCESS

0

\$0.00 DR \$0.00 CR

INITIATED

17

\$0.00 DR \$115.55 CR

UNINITIATED

0

\$0.00 DR \$0.00 CR

SCHEDULED

0

\$0.00 DR \$0.00 CR

APPROVAL REJECTED

0

\$0.00 DR \$0.00 CR

EXPIRED

0

\$0.00 DR \$0.00 CR

FAILED

0

\$0.00 DR \$0.00 CR

CANCELLED

0

\$0.00 DR \$0.00 CR

<input type="checkbox"/>	Transaction ID	Batch Name	File Name	ACH Company Name	SEC Code	Source	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status	Actions
<input type="checkbox"/>	A000000735204	Single Batch		Wrights Plumb	PPD		05/02/2025	05/06/2025	\$0.00	\$5.00	INITIATED	Uninitiate
<input type="checkbox"/>	A000000735226	Wrights Plumb 0000001	999994463_PROD_GWright001_ACH_2025040502140701_3334455555_NACHA.txt	Wrights Plumb	PPD	System	05/02/2025	05/06/2025	\$0.00	\$5.00	INITIATED	Uninitiate
<input type="checkbox"/>	A000000735195	Wrights Plumb PR 0000002	999994463_PROD_GWright001_ACH_2025040502123315_3334455555_NACHA.txt	Wrights Plumb PR	PPD	System	05/02/2025	05/06/2025	\$0.00	\$4.00	INITIATED	Uninitiate
<input type="checkbox"/>	A000000735203	Wrights Plumb PR 0000002	999994463_PROD_GWright001_ACH_2025040502122714_3334455555_NACHA.txt	Wrights Plumb PR	PPD	System	05/02/2025	05/06/2025	\$0.00	\$4.00	INITIATED	Uninitiate
<input type="checkbox"/>	A000000735233	Wrights Plumb PR 0000002	999994463_PROD_GWright001_ACH_2025040502120815_3334455555_NACHA.txt	Wrights Plumb PR	PPD	System	05/02/2025	05/06/2025	\$0.00	\$4.00	INITIATED	Uninitiate
<input type="checkbox"/>	A000000735246	Wrights Plumb PR 0000002	999994463_PROD_GWright001_ACH_2025050502122714_3334455555_NACHA.txt	Wrights Plumb PR	PPD	System		05/06/2025	\$0.00	\$4.00	PENDING APPROVAL	Cancel
<input type="checkbox"/>	A000000735249	Wrights Plumb PR 0000002	999994463_PROD_GWright001_ACH_20250502123315_3334455555_NACHA.txt	Wrights Plumb PR	PPD	System		05/06/2025	\$0.00	\$4.00	PENDING APPROVAL	Cancel
<input type="checkbox"/>	A000000735191	Wrights Over SDA 0000001	999994463_PROD_GWright001_ACH_20250502123701_3334455555_NACHA.txt	Wrights Over SDA	PPD	System	05/02/2025	05/06/2025	\$0.00	\$8.50	INITIATED	Uninitiate
<input type="checkbox"/>	A000000735193	Wrights Over SDA 0000001	GWright Manual Upload.txt	Wrights Over SDA	PPD	Kim Moore	05/02/2025	05/06/2025 Every Two Weeks	\$0.00	\$8.50	INITIATED	Uninitiate
<input type="checkbox"/>	A000000735196	Wrights Over SDA 0000001	999994463_PROD_GWright001_ACH_2025040502123315_3334455555_NACHA.txt	Wrights Over SDA	PPD	System	05/02/2025	05/06/2025	\$0.00	\$8.50	INITIATED	Uninitiate
									\$0.00	\$155.65		

Viewing 1 to 25 of 31 payments

First

Previous

1

2

Next

Last

25

Approve

Reject

The ACH Payment Activity page will list all ACH batches that have been manually uploaded or transmitted files processed.

1. Quick Navigation

Quickly navigate between page views. Will allow users to go quickly between ACH File Activity, Recurring ACHs, and ACH Activity page views.

2. ACH Detail

To view the detail for an ACH batch, select the Transaction ID. Note: The ACH Detail page will include the File Name for the uploaded ACH.

3. Action Menu

If a payment is Pending Approval, selecting Cancel will cancel the batch and it will no longer be available for approval. If a batch has been Initiated, selecting Uninitiate will uninitiate the batch.

4. Action Buttons

Users can select one, multiple, or all ACHs to approve or reject.

5. View File Icon

Selection of this icon will take the user to the ACH File Activity page where the details specific to the file containing this payment will be displayed.

ACH Activity - ACH Details

Selection of the ACH Batch Transaction ID allows the user to view the specific details about the batch, including a hyperlink to the ACH File the batch is associated with.

1. File Name

To view the details of the ACH file, select the file name.
The user will be taken to the ACH File Activity page with the details specific to the file containing this transaction.