



PROSPECT BANK

ACH User Guide

BankWise Business Online Banking

BankProspect.com

ACH Overview

- ACH Cutoff is 1 PM CST for Same Day transfers and 3 PM CST for future dated transfers. If your company agreement with Prospect Bank requires that another user must approve the transfer, the approval must be completed by 3 PM (1 PM for Same Day transfers) to ensure the ACH transfer is processed on the Effective Date.
- If an ACH transfer will exceed your limit, notify the bank in advance of completing the transfer to have your limit temporarily raised. You may call one of our BankWise Pros or the Electronic Banking Department at 877-465-4154.

How to Access ACH Transfers

1. Log in to BankWise Online Banking.
2. Select the **Payments and Transfers** tab. Then select **ACH**:

The screenshot shows the BankWise Online Banking interface. At the top, there is a navigation bar with tabs: HOME, ACCOUNTS, PAYMENTS & TRANSFERS (circled in red), CHECKS & DEPOSITS, and ADMINISTRATION. Below this, the 'Payments & Transfers' section is active, with sub-tabs: Internal, ACH (circled in red), and Wire. Under the 'ACH' tab, there are sub-sections: Activity, Templates, File import templates, and Incoming. To the right of these sub-sections are links: + New payment, + New collection, + Import file, and Help. Below the sub-sections is a table with columns: Date, Description, Status, Withdrawal, Deposit, Type, and a Report button. The table contains one row: Jan 23, 2019, Test, Saved, 6.00, 1.00, Payment, with buttons for Copy, Edit, and Delete. To the right of the table is a search activity section with a Date dropdown menu set to 'All activity'.

* You can also access ACH Manager by utilizing the ACH or ACH Import option under the Pay or Transfer menu on the Home page.

* The options you see available may be different than the image above based on your security settings.

Activity Tab

Payments & Transfers

Internal ACH Wire

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The screenshot displays the ACH Activity Tab interface. At the top, there are tabs for 'Internal', 'ACH', and 'Wire'. Below this, the 'ACH' section is active. The main area shows a table of activity with columns: Date, Description, Status, Withdrawal, Deposit, and Type. A 'Report' button is visible next to the table. On the right side, there is a search bar labeled 'Search activity' with filters for Date, Type, Amount, and Tax identification number. A red circle highlights the '+ New payment', '+ New collection', 'Import file', and 'Help' buttons in the top right corner.

- The Activity tab shows you the most recent activity. You can sort the transfers by date, description, status, withdrawal, deposit, or type by selecting the heading. Select the **V** next to the date of the transfer to see additional detail for that transfer.
- You can see the full detail of the transfer by selecting the description.
- Each transfer will have one of the following statuses:
 - Processed – indicates the bank has received the transfer. A transfer in this status cannot be edited or canceled/deleted. Please call the bank immediately if a processed transfer needs changed.
 - Recurring Entry – indicates that the transfer is an entry that automatically repeats.
 - Disapproved – indicates that the reviewer of the transfer disapproved the transfer and it will not be originated.
 - File Not Originated – indicated that the system did not process the transfer due to failed limit checks, duplicate transfer, or insufficient funds. The error will need corrected and the transfer will need to be resubmitted.
 - Saved – indicates the transfer has been saved and not originated. The transfer can be edited and submitted to the bank for processing.
 - User Deleted – indicates the transfer has been deleted and will not be originated.
- Next to each transfer you will have an option to Copy, Edit or Delete. The options available will depend on the status of the transfer:
 - Copy – Initiate a new transfer based off the previously submitted transfer.
 - Edit – Change a saved or recurring transfer.
 - Delete – Delete a saved or recurring transfer. Contact the bank if you need to change or delete a processed transfer.
- Initiate a new transfer by selecting one of the following options:

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This screenshot shows the top navigation bar of the ACH Activity Tab. It includes tabs for 'Activity', 'Templates', 'File import templates', and 'Incoming'. On the right side, there are buttons for '+ New payment', '+ New collection', 'Import file', and 'Help'. A red circle highlights these four buttons.

- New payment – Initiate a transfer that will debit your Prospect Bank account and credit another account (Payroll, payment to a vendor, etc)
- New collection – Initiate a transfer that will credit your Prospect Bank account and debit another account (membership dues, payment from a customer, etc)
- Import file – import a file from another software.

Templates Tab

Templates allow you the ability to set up information about the receiving institution and accounts that can be used over and over again. This will save you time from re-keying in the information every time you need to send an ACH transfer.

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- Next to each Transfer Template you will have an option to Send, Edit or Delete:
 - Send – select this option to initiate a new transfer using the template. A page will open where you will enter the Effective Date of the transfer and the amounts. The debit and credit totals must match.
 - If you select the box next to a line it will hold the entry and exclude the entry from the ACH transfer. indicates the entry is included in the transfer. indicates the entry is not to be included – the line will be grayed out.
 - Choose “Add another pay from” or “Add another pay to” to add additional entries to the transfer. These entries will not be added to the template for future use.
 - Once all information is complete, select Complete ACH to submit the ACH. Choose Save for Later to save the transfer to submit later – the transfer will show with a saved status in the Activity tab. Choose Cancel to close the transfer – it will not be originated or saved.
 - Edit – select this option to edit the transfer template.
 - Delete – select this option to delete the transfer template.
- To create a new transfer template select New payment template or New collection template:

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- When creating a new template you will be required to choose a transfer type (PPD, CCD, etc). See the list at the end of this document for reference.

- New payment template – Select this option to set up a template that will transfer from your Prospect Bank Account to account(s) at another bank.
- New collection template – Select this option to set up a template that will transfer money from account(s) at another bank to your account at Prospect Bank.
- Items marked with a * are required fields.

File Import Templates Tab

File import templates are used to import transfers from another source such as an Excel file. File import templates are very customizable and can differ from source to source. If you are interested in using this option, contact a bank representative for further assistance.

Importing an ACH File

If you are importing an ACH file from a software vendor choose Import File. This option is also available from the Activity tab.

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- Import Type = NACHA
- File Location = browse to find and select the file on your computer.
- Tax Identification Number = Select your company name. In most cases, there will only be one option.
- Type = select the transfer type defined in the file (PPD, CCD, etc).

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 A screenshot of the 'Import file' form. At the top, there are four tabs: 'Activity', 'Templates', 'File import templates' (highlighted in red), and 'Incoming'. Below the tabs is a dark header bar with the text 'Import file'. The form contains the following fields:

- Import type:** Radio buttons for 'NACHA' (selected) and 'Non-NACHA'.
- File location:** A text input field with a 'Browse...' button to its right.
- Tax identification number:** A dropdown menu showing 'GEORGE WASHINGTON[xxxxx1111]'.
- Type:** A dropdown menu showing 'Payroll - PPD'.

 At the bottom of the form are two red buttons: 'Continue' and 'Cancel'.

- Select Continue.
- The file summary information will appear. Click the Review ACH button to review all the entries in the file. Select Complete ACH to submit the file for processing.

Review ACH Transfer

Some companies are set up so that another user in the organization has to review an ACH transfer in order for the transfer to be originated.

- On the Home page of BankWise Online Banking there is a Payments & Transfers section. Any transfers requiring approval will be located in this box.
- Select the box next to a transfer needing review then select Approve or Disapprove.

ACH Transfer Types

Payment – to pay account(s) at another bank and debit Prospect Bank account:

- ✓ Payroll – PPD = Payroll entries
- ✓ Prearranged Deposit – PPD = credit entries to an individual
- ✓ Company – CCD = credit entries to a business

Collection – to collect money from account(s) at another bank and credit Prospect Bank account:

- ✓ Prearranged Payment – PPD = debit entries to an individual
- ✓ Company – CCD = debit entries to a business