

# ACH Payments

## Quick Reference Guide

# ACH Payments

## Create ACH Payment > Navigation

The screenshot shows the INTRUST Bank dashboard. At the top, there is a navigation bar with the INTRUST Bank logo on the left and utility links on the right: Message Center, Notifications (76), Cut-Off Times, Last Login: 04/29/2021, 12:33 PM, CST, and a user profile dropdown for 'Hi'. Below the navigation bar is a main menu with tabs: DASHBOARD, ACCOUNTS, PAYMENTS (selected), RECEIVABLES, REPORTING, and ADMIN. The 'PAYMENTS' menu is expanded, showing a grid of options categorized into Transfer, Wire, ACH, Positive Pay, Stop Payment, and Bill Pay. The 'ACH' category is highlighted with a red circle and the number '1', and the 'Create ACH Payment' option is selected. The 'Transfer' category includes: Create Transfer, Create Transfer from Template, Transfer Activity, Recurring Transfers, Transfer Templates, Create Loan Payment, and Loan Payment Activity. The 'Wire' category includes: Create USD Wire, Create USD Wire from Template, Upload Wires, Wire Activity, Wire File Activity, Recurring Wires, Wire Templates, Wire Beneficiaries, and Wire Upload Formats. The 'ACH' category includes: Create ACH Payment (highlighted), Create ACH Tax Payment, Create International ACH Payment, ACH File Activity, ACH Payment Activity, Recurring ACH Payments, ACH Templates, ACH Tax Templates, ACH Recipients, ACH Recipient Activity, and ACH Recipient Import Layout. The 'Positive Pay' category includes: Check Exceptions, ACH Exceptions, ACH Exceptions - Decision Activity, Create Issued Items, Issued Items Activity, and Check Upload Formats. The 'Stop Payment' category includes: Create Stop Payments and Stop Payment Activity. The 'Bill Pay' category includes: Business Bill Pay. On the left side of the dashboard, there is a 'My Dash' sidebar with 'Accounts' and 'Group On' sections, and a list of account numbers: 10805, 12382, 430262, 830262, 88880, and 22.

**1 Create ACH Payment**  
To create a payment, select **Payments** then under ACH select **Create ACH Payment**

# ACH Payments

## Create ACH Payment > Payment Header

INTRUST Bank

Message Center Notifications 76 Cut-Off Times Last Login: 04/29/2021, 12:33 PM, CST Hi

DASHBOARD ACCOUNTS PAYMENTS RECEIVABLES REPORTING ADMIN

### Create ACH Payment

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

Manual Entry  From Template  Upload NACHA File

#### Payment Header Information \* Indicates Required Field

Payment Name: \*

ACH Company Name: \*

ACH Company ID:

SEC Code:

Entry Description: \*

Discretionary Data:

Restrict Payment

Frequency: \*

Effective Date: \*

### 1 Manual Entry

Create ACH Payment defaults to manual entry.

### 2 Payment Header Information

Complete the following required fields:

- Payment Name
- ACH Company Name
- Select Search icon to display a list of available companies
- SEC Code
- Entry Description
- Discretionary Data
- Restrict Payment (if applicable)
  - If selected only other users with the Restrict Payment entitlement will be able to view the batch.
- Frequency
  - Select the dropdown to select One Time or to setup a Recurring Payment
- Effective Date

### 3 Add Recipients

Once all required fields are completed the Add Recipients button will be enabled. Select Add Recipients to navigate to the add recipients page.

# ACH Payments

## Create ACH Payment > Manage Recipients

**Test Payment**

ACH Company Name: RT Test Offset      Debit: \$2.22  
ACH Company ID: 66262      Credit: \$0.00  
SEC Code: PPD      Effective Date: 04/30/2021  
Entry Description: test  
Discretionary Data:  
 Restrict Payment

Type To filter  Prenote Only (0)  Hold Only (0)  Errors (0)      Select from Recipient List      Import Recipients From File      Add Recipient

Recipient Name *	ID Number	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote	Hold	Addenda
Test Name		123456	Checking	101107080	DR	\$2.22	<input type="checkbox"/>	<input type="checkbox"/>	Addenda <input type="checkbox"/>

Viewing 1 - 1 of 1 recipients

### 1 Recipient Name and ID Number

Key in the recipient's name and if applicable ID Number. Recipients ID Number is optional.

### 2 Account Number and Account Type

Key in the recipient's account number and select the account type from the dropdown.

### 3 Routing Number

Key in bank name, routing number or select the search icon to display a list of valid routing numbers.

### 4 Credit/Debit and Amount

Select from the dropdown DR if the transaction is a debit or CR if the transaction is a credit.

### 5 Prenote

Select the checkbox if the transaction for the recipient is intended to be sent as a prenotification. If Prenote is selected the dollar amount displays as \$0.00 and cannot be changed until Prenote is unchecked.

### 6 Hold

If the checkbox for Hold is selected, the recipient is maintained in the batch but is not included when the batch is initiated and sent out.

# ACH Payments

## Create ACH Payment > Manage Recipients

**7 Addenda**  
To add a freeform addenda line for the specific recipient, select Addenda.

**8 Delete and Add Recipient**  
Select the Delete Icon to delete the recipient.  
Select the Plus Sign to add a recipient.

**9 Select from Recipient List**  
Select to display and select list of established recipients.

**10 Import Recipient From File**  
Select to import recipients from a delimited or fixed position file.

**11 Add Recipient**  
Select to add an additional recipient

**12 Review**  
Select to navigate to the review payment page.

# ACH Payments

## Create ACH Payment > Review

**test** 4 Recipients

ACH Company Name: **rt ccd credit**  
ACH Company ID: **4654685465**  
SEC Code: **CCD**  
Entry Description: **CREDIT**  
Discretionary Data:  
 Restrict Payment

Debit: **\$0.00**  
Credit: **\$23.09**  
Effective Date: **05/04/2021**  
Offset Account: \*   

Type To filter   Prenote Only (0)  Hold Only (0)  Errors (0)

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Prenote	Hold	Addenda
user one	555	523	Checking	101000019	CR	\$1.00	No	No	<a href="#">Addenda</a>
user two	412	321	Checking	011000028	CR	\$7.44	No	No	<a href="#">Addenda</a>
user three		745	Checking	011001234	CR	\$10.00	No	No	<a href="#">Addenda</a>
user four		4123	Checking	011099660	CR	\$4.65	No	No	<a href="#">Addenda</a>

Viewing 1 - 4 of 4 recipients 25



### 1 Offset Account

Enter or select Search Icon to display list of available offset accounts.

### 2 Confirm

Select Confirm to submit the payment and receive confirmation.

# ACH Payments

## Create ACH Payment > Confirmation

**1 Confirmation Message**  
Pending Approval! ACH Payment is in pending approval status.

**2 Transaction ID**  
Transaction ID: A000000138239

**3 Audit**  
Audit: 5/3/2021 2:52:37 PM : rt super admin : Created

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Prenote	Hold	Addenda
test	SAVE	123	Checking	101000019	CR	\$5.00	No	No	<a href="#">Addenda</a>
test	SAVE	1234	Checking	011001726	DR	\$5.00	No	No	<a href="#">Addenda</a>

**6 Create Another Payment**  
**7 Save as a Template**  
**8 ACH Activity**

### 1 Confirmation Message

Enter or select Search Icon to display list of available offset accounts.

### 2 Transaction ID

Once a payment is initiated, a Transaction ID is created.

### 3 Audit

Displays audit entries for the payment.

### 4 Download

Displays options to download details in CSV, NACHA or PDF format.

### 5 Print

Select to print the batch details.

### 6 Create Another Payment

Select to create another payment, user is navigated to the Create Payment page.

### 7 Save as a Template

Select to save the payment as a template.

### 8 ACH Activity

Select to navigate to the ACH Payment Activity page.

# ACH Payments

## Create ACH Payment > Uploading a NACHA file

**INTRUST Bank.** Message Center Notifications 68 Cut-Off Times DASHBOARD ACCOUNTS

### Create ACH Payment

1. Upload File 2. File Summary 3. Review 4. Confirmation

Manual Entry  From Template  Upload NACHA File

#### Upload NACHA Formatted File

Select File

Maximum of 10,000 payments

Upload Cancel

### 1 Upload a NACHA file

Select the file you wish to upload.

### 2 Validation

Any errors found in the file will be noted during the upload process.

**INTRUST Bank.** Message Center Notifications 69 Cut-Off Times DASHBOARD ACCOUNTS

### Create ACH Payment

1. Upload File 2. File Summary 3. Review 4. Confirmation

Manual Entry  From Template  Upload NACHA File

#### Upload NACHA Formatted File

Select File

ACHPaymentDetail-4208.txt

Maximum of 10,000 payments

Found 2 errors on upload:

- Invalid routing number(s) found: 999915239
- ACH Company is configured to only allow Credit transactions; ACH company configuration requires a full offset transaction.

Upload Cancel

# ACH Payments

## Create ACH Payment > Using a Template

The screenshot shows the INTRUST Bank dashboard. On the left is a navigation menu with categories: Transfer, Wire, and ACH. Under the ACH category, 'ACH Templates' is highlighted with an orange arrow and the number '1'. To the right is the 'Create ACH Payment' form, also with an orange arrow and the number '1'. The form has a progress bar with four steps: 1. Create Payment (selected), 2. Manage Recipients, 3. Review, and 4. Confirmation. Below the progress bar are three radio buttons: 'Manual Entry' (selected), 'From Template', and 'Upload NACHA File'. The 'Payment Header Information' section includes fields for Payment Name, ACH Company Name (with a search filter), ACH Company ID, SEC Code, Entry Description, and Discretionary Data. There are also dropdowns for Frequency (set to 'One Time') and Effective Date (set to '06/07/2021'). At the bottom of the form are 'Add Recipients' and 'Cancel' buttons.

### 1 Navigate to ACH Templates

You can navigate from the main navigation menu or by selecting the From Template radial button on the Create ACH Payment screen.

### 2 Review list of available templates

Select the template you wish to use

### 3 Select the Initiate Selected Template button

The screenshot shows the 'ACH Templates' page. At the top, there are buttons for 'Create New Template', 'Download', and 'Print'. Below is a search bar and a table of templates. An orange arrow with the number '2' points to the first row of the table, which is selected. At the bottom left, an orange arrow with the number '3' points to the 'Initiate Selected Templates' button.

Template Name	ACH Company Name	SEC Code	Last Updated	Debit Amount	Credit Amount	Status	Actions
<input checked="" type="checkbox"/> <a href="#">SMAC INC Payroll</a>	SMAC INC CR	PPD	02/03/2021	\$0.00	\$430.00	Ready	Actions
<input type="checkbox"/> <a href="#">SMAC INC Collections</a>	SMAC INC DR	PPD	02/03/2021	\$475.00	\$0.00	Ready	Actions
				\$475.00	\$430.00		

# ACH Payments

## Create ACH Payment > Using a Template

1

Create ACH Payment <sup>o</sup>

1. Create Payment | 2. Manage Recipients | 3. Review | 4. Confirmation

**Payment Header Information** \* Indicates Required Field

Payment Name: \* SMAC I  
ACH Company Name: \* R  
ACH Company ID: 1234567  
SEC Code: \* PPD - Prearranged Payments and  
Entry Description: \* ACH BATCH  
Discretionary Data: ACH BATCH

Frequency: \* One Time  
Effective Date: \* 06/07/2021

**Add Recipients** Cancel

2

Create ACH Payment <sup>o</sup>

1. Create Payment | 2. Manage Recipients | 3. Review | 4. Confirmation

**Manage Recipients** \* Indicates Required Field

SMAC INC Payroll

ACH Company Name: R  
ACH Company ID: 1234567  
SEC Code: PPD  
Entry Description: ACH BATCH  
Discretionary Data: ACH BATCH

Debit: \$0.00  
Credit: \$430.00  
Effective Date: 06/07/2021

Type To filter   Prenote Only (0)  Hold Only (0)  Errors (0)

**4**

Recipient Name *	ID Number	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote <input type="checkbox"/>	Hold <input type="checkbox"/>	Addenda
SMAC ONE		1	Checking	011000390	CR	\$150.00	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Addenda</a>
SMAC TWO		1	Checking	011001234	CR	\$105.00	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Addenda</a>
SMAC THREE		1	Checking	011001234	CR	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Addenda</a>
SMAC FOUR		1	Checking	011001331	CR	\$25.00	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Addenda</a>
SMAC FIVE		1	Checking	011001331	CR	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Addenda</a>
SMAC SIX		1	Checking	011001331	CR	\$25.00	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Addenda</a>

Viewing 1 - 6 of 6 recipients 25

**5**

3

5

### 1 Review Payment Header Information.

Ensure all fields are correct, including effective date.

### 2 Select the Add Recipients button

You will be presented a list of recipients associated with the template.

### 3 Review the Recipients

Validate all fields, update amounts, or remove any recipient from the list. (note – the recipient will remain with the template unless you save the updated template)

### 4 Add additional Recipients

If needed you can add recipients manually, select from your recipient list or import from a file.

### 5 Once finished with recipients

Select the Review button to review then confirm the batch of payments for processing.

# ACH Payments

## Approve/Reject ACH Payments

**My Dashboard**

Accounts Manage Groups Expand All Collapse All

Group One (8) Group available balance: \$1,346,616,116.09

Account Number	Account Name	Current Balance	Collected Balance	Available Balance	Details
x0805	Checking	\$291,067.48	\$291,067.48	\$291,067.48	Details
x2382	Savings	\$10,296.18	\$10,296.18	\$10,296.18	Details
xx0262	Checking	\$142,626.90	\$142,626.90	\$142,626.90	Details
xx0262	Savings	\$131,718.54	\$131,718.54	\$131,718.54	Details
x8880	Checking	\$19,497,107.52	\$19,497,107.52	\$19,497,245.94	Details
??	Checking	\$347,278.91	\$347,278.91	\$347,303.91	Details

Payments Pending Approval Transfer (0) Loan Payment (0) Wire (3) ACH (5) 1

Transaction ID	Batch Name	ACH Company Name	SEC Code	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status
A000000137016	Test	Test	CCD	05/06/2021		\$50.00	\$50.00	Pending Approval
A000000138239	payroll	Test	PPD	05/04/2021		\$5.00	\$5.00	Pending Approval
A000000138238	test	Test	CCD	05/04/2021		\$0.00	\$23.09	Pending Approval
A000000138239	payroll	Test	PPD	05/04/2021		\$5.00	\$5.00	Pending Approval

Approve Reject

**My Dashboard**

Welcome! Last Login: 03/16/2020, 10:03 AM, EST

MESSAGES (4) NOTIFICATIONS (10) CUT-OFF TIMES

Accounts **Available Balance** Current Balance

MyAccounts (6) \$214,952.00 \$216,252.00

WatchList (9) \$427,884.00 \$428,334.00

Savings (10) \$431,627.00 \$432,127.00

Pending Approvals

4 ACH 14 WIRES 9 USERS

5 TRANSFERS 4 LOAN PAYMENTS

Positive Pay Decisions

4 ACH EXCEPTIONS 5 CHECK EXCEPTIONS

Deposits

QUICK DEPOSIT BATCH DEPOSIT

Reject Approve

To Approve and / or Reject an ACH Payment the user must have the Approve ACH Payments entitlement.

Approving and/or Rejecting a payment is allowed in multiple locations within Business Online Banking and in Business Mobile.

### 1 Dashboard > Pending Approval Widget

To Approve or Reject, check the desired payment(s) and select either Approve or Reject.

### 2 ACH Payment Activity

To Approve or Reject, check the desired payment(s) and select either Approve or Reject. An individual payment may also be Approved or Rejected by selecting the Transaction ID.

**INTRUST Bank** Message Center Notifications Cut-Off Times Last Login: 05/03/2021, 03:43 PM, CST Hi

DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

**ACH Payment Activity** ACH File Activity Recurring ACH Payments Create New Payment Download Print

Type to filter

Transaction ID	Batch Name	File Name	ACH Company Name	SEC Code	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status	Actions
A000000137016	Test		RT IAT Balance	PPD		05/06/2021	\$50.00	\$50.00	Pending Approval	Cancel
A000000138230	Test		RT Test Balanced	PPD		05/04/2021	\$2.00	\$2.00	Pending Approval	Cancel
A000000138231	Test 2		RT Test Balanced	PPD		05/04/2021	\$5.00	\$5.00	Pending Approval	Cancel

Approve Reject

### 3 Business Mobile

ACH Payments can be approved and/or rejected by selecting ACH from the pending payments widget on the Dashboard or by selecting ACH from the Flyout menu.

Select the desired payments then select Approve or Reject. To Approve or Reject an individual payment from the Payment Details page, select the payment from the ACH Pending Approval list.

# ACH Payments

## ACH Payment Activity

The screenshot shows the INTRUST Bank ACH Payment Activity interface. At the top, there is a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'RECEIVABLES', 'REPORTING', and 'ADMIN'. The 'PAYMENTS' menu is active. On the left, there is a search sidebar with filters for ACH Type, Status, ACH Company Name, Batch Name, Transaction ID, SEC Code, Debit Amount, and Credit Amount. The main area displays a table of ACH payment activity with columns for Transaction ID, Batch Name, File Name, ACH Company Name, SEC Code, Initiated Date, Effective Date, Debit Amount, Credit Amount, Status, and Actions. Callouts 1 through 8 point to specific UI elements: 1 (ACH File Activity link), 2 (Recurring ACH Payments link), 3 (Search sidebar), 4 (Search filter input), 5 (Create New Payment button), 6 (Download button), 7 (Print button), and 8 (Transaction ID column header).

Transaction ID	Batch Name	File Name	ACH Company Name	SEC Code	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status	Actions
<a href="#">A000000138229-I</a>	International 4		Test	IAT		05/27/2021	\$0.00	\$3.00	Pending Approval	<a href="#">Cancel</a>
<a href="#">A000000137013-I</a>	International 2		Test	IAT		05/26/2021	\$0.00	\$2.22	Pending Approval	<a href="#">Cancel</a>
<a href="#">A000000133168</a>	Recurring Three		Test Balanced	PPD		05/17/2021 <a href="#">Monthly</a>	\$10.00	\$10.00	Scheduled	<a href="#">Cancel</a>
<a href="#">A000000137117</a>	Recurring One		Test Balanced	PPD		05/17/2021 <a href="#">Twice a Month</a>	\$5.00	\$5.00	Scheduled	<a href="#">Cancel</a>
<a href="#">A000000138013</a>	Recurring Two		Test Balanced	PPD		05/12/2021 <a href="#">Weekly</a>	\$4.00	\$4.00	Scheduled	<a href="#">Cancel</a>
<a href="#">A000000126808-T</a>	tax		Test Balanced	CCD		05/10/2021	\$0.00	\$10.44	Cancelled	
<a href="#">A000000136046</a>	Recurring Two		Test Balanced	PPD	05/03/2021	05/05/2021 <a href="#">Weekly</a>	\$4.00	\$4.00	Initiated	
<a href="#">A000000132893-C</a>	Test		Test Balanced	CCD		05/04/2021	\$2.00	\$2.00	Expired	<a href="#">Cancel</a>
<a href="#">A000000138231</a>	Test 2		Test Balanced	PPD		05/04/2021	\$5.00	\$5.00	Expired	<a href="#">Cancel</a>
<a href="#">A000000138239</a>	payroll		Test Balanced	PPD		05/04/2021	\$5.00	\$5.00	Expired	<a href="#">Cancel</a>
<a href="#">A000000132733</a>	Recurring One		Test Balanced	PPD	04/29/2021	05/03/2021 <a href="#">Twice a Month</a>	\$5.00	\$5.00	Initiated	

### 1 ACH File Activity

Select to navigate to the ACH File Activity page. This page displays all activity related to uploading NACHA files.

### 2 Recurring ACH Payments

Select to navigate to the Recurring ACH Payments page.

### 3 Search ACH Payment Activity

Search the activity page by specific filter options including ACH Type (All, Reversal, Tax Payment, Child Support or International), Status of Payment (Pending Approval, Approval Rejected, Initiated, Uninitiated, Cancelled, Failed, Expired and Scheduled), ACH Company Name, Batch Name, Transaction ID, SEC Code, Debit and / or Credit Amount, Initiated Date and Effective Date.

### 4 Type to Filter

Search for specific transactional information using a character or numeric string of data. The search will filter the results based on the match criteria using all columns.

### 5 Create New Payment

Select to create a new payment.

### 6 Download

Download options include Summary PDF, Detail PDF, Summary CSV and Detail CSV.

### 7 Print

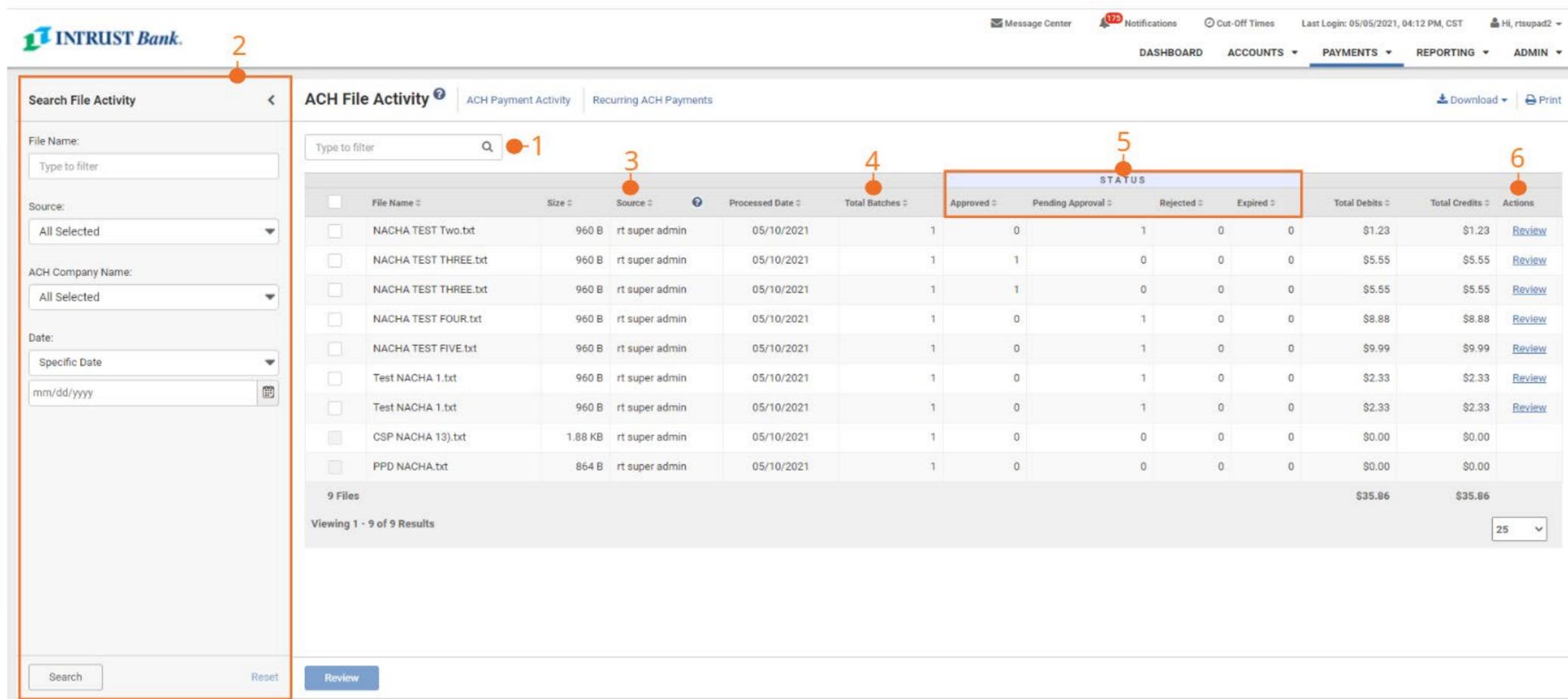
Select to print the ACH Payment Activity.

### 8 Transaction ID

Select the Transaction ID to navigate to the payment detail page. Tax Payments can be identified by the -T at the end. Child Support Payments can be identified by the -C at the end. International Payments can be identified by the -I at the end.

# ACH Payments

## ACH File Activity



**Search File Activity**

File Name: Type to filter

Source: All Selected

ACH Company Name: All Selected

Date: Specific Date  
mm/dd/yyyy

**ACH File Activity**

Type to filter

File Name	Size	Source	Processed Date	Total Batches	STATUS				Total Debits	Total Credits	Actions
					Approved	Pending Approval	Rejected	Expired			
NACHA TEST Two.txt	960 B	rt super admin	05/10/2021	1	0	1	0	0	\$1.23	\$1.23	<a href="#">Review</a>
NACHA TEST THREE.txt	960 B	rt super admin	05/10/2021	1	1	0	0	0	\$5.55	\$5.55	<a href="#">Review</a>
NACHA TEST THREE.txt	960 B	rt super admin	05/10/2021	1	1	0	0	0	\$5.55	\$5.55	<a href="#">Review</a>
NACHA TEST FOUR.txt	960 B	rt super admin	05/10/2021	1	0	1	0	0	\$8.88	\$8.88	<a href="#">Review</a>
NACHA TEST FIVE.txt	960 B	rt super admin	05/10/2021	1	0	1	0	0	\$9.99	\$9.99	<a href="#">Review</a>
Test NACHA 1.txt	960 B	rt super admin	05/10/2021	1	0	1	0	0	\$2.33	\$2.33	<a href="#">Review</a>
Test NACHA 1.txt	960 B	rt super admin	05/10/2021	1	0	1	0	0	\$2.33	\$2.33	<a href="#">Review</a>
CSP NACHA 13).txt	1.88 KB	rt super admin	05/10/2021	1	0	0	0	0	\$0.00	\$0.00	
PPD NACHA.txt	864 B	rt super admin	05/10/2021	1	0	0	0	0	\$0.00	\$0.00	
<b>9 Files</b>									<b>\$35.86</b>	<b>\$35.86</b>	

Viewing 1 - 9 of 9 Results

25

Search Reset Review

ACH File Activity displays activity related to uploading NACHA formatted files.

### 1 Type to Filter

Search for specific transactional information using a character or numeric string of data. The search will filter the results based on the match criteria using all columns.

### 2 Search File Activity

Search by File Name, Source (displays a list of the users who have uploaded a file), ACH Company Name and Date.

### 3 Source

The user who uploaded the file.

### 4 Total Batches

The number of batches within the file that was uploaded.

### 5 Status

Displays if the batch was Approved, Pending Approval, Rejected or Expired.

### 6 Actions

Select Review to view additional details.

# ACH Payments

## Recurring ACH Payments

The screenshot displays the INTRUST Bank web interface for managing recurring ACH payments. The navigation bar includes 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'PAYMENTS' section is active, showing a 'Recurring ACH Payment' page with a search bar and a table of transactions. A red circle highlights the 'Next Payment Date' column header, and a red circle highlights the first transaction row. A red circle also highlights the 'Cancel' link in the first row.

Transaction ID	Batch Name	ACH Company Name	SEC Code	Created Date	Debit Amount	Credit Amount	Frequency	Next Payment Date	Status	Actions
<a href="#">A0000000095604</a>	Recurring Two	RT Test Balanced	IAT		\$4.00	\$4.00	Weekly	03/17/2021	Scheduled	<a href="#">Cancel</a>
<a href="#">A0000000095604</a>	Recurring Three	RT Test Balanced	PPD		\$10.00	\$10.00	Monthly	03/17/2021	Scheduled	<a href="#">Cancel</a>
<a href="#">A0000000095603</a>	Recurring One	RT Test Balanced	PPD		\$5.00	\$5.00	Twice a Month	03/17/2021	Scheduled	<a href="#">Cancel</a>
<a href="#">A0000000095602</a>	sdf	RT Child Support	CCD		\$0.00	\$10.44	Weekly	03/17/2021	Scheduled	<a href="#">Cancel</a>
Viewing 1 - 4 of 4 transaction					\$19.00	\$29.44				25

### 1 Recurring ACH Payments

To view and or edit a recurring payment select Payments – Recurring ACH Payment.

A list of all recurring ACH Payments display.

### 2 Next Payment Date

Next Payment Date indicates the next payment date in the recurring series. In addition, the individual payment will display on the ACH Payment Activity page.

# ACH Payments

## ACH Recipients List

**Search Recipients**

Recipient Name:

Amount:

Status:

**ACH Recipients** | ACH Recipient Activity **2**

Type to filter

<input type="checkbox"/>	Recipient Name	ID Number	Account Number	Account Type	Routing Number	CR/DR	Default Amount	Addenda	Status	Actions <b>4</b>
<input type="checkbox"/>	<a href="#">user four</a>		4123	Checking	011099660	CR	\$4.65	<a href="#">Addenda</a>	Ready	<b>4</b>
<input type="checkbox"/>	<a href="#">user one</a>	555	523	Checking	101000019	CR	\$1.00	<a href="#">Addenda</a>	Ready	Actions
<input type="checkbox"/>	<a href="#">user three</a>		745	Checking	011001234	CR	\$10.00	<a href="#">Addenda</a>	Ready	Actions
<input type="checkbox"/>	<a href="#">user two</a>	412	321	Checking	011000028	CR	\$7.44	<a href="#">Addenda</a>	Ready	Actions

Viewing 1 - 4 of 4 recipients

Create Payment From Selected Approve Selected Reject Selected Delete Selected Import Recipients from File Add Recipient

Users with ACH Recipients Entitlements can maintain a list of saved ACH Recipients which allows them to quickly create a payment by selecting one or more saved recipients. ACH Recipients can be manually added or imported from a delimited or fixed position file. To access the ACH Recipients list, from the Payments Menu select ACH Recipients.

### 1 Search Recipients

Search options include by name, amount or status (all, pending approval, ready and rejected).

### 2 ACH Recipient Activity

Select to view activity related to ACH Recipients.

### 3 ACH Recipient Information

Recipient Name – Name of the recipient  
ID Number  
Account Number  
Account Type  
Routing Number  
CR/DR  
Default Amount – The default amount established for the recipient  
Addenda – Select to view addenda entered for the recipient  
Status – Options are Ready, Pending Approval and Rejected

### 4 Actions

Select the dropdown to select to Edit or Delete the recipient.

# ACH Payments

## ACH Recipients – Add Recipients

The screenshot shows the 'Add Recipient' form in the INTRUST Bank system. The form is titled 'ACH Recipients' and includes a search bar at the top. Below the search bar is a table with columns for Recipient Name, ID Number, Account Number, Account Type, Routing Number, CR/DR, Default Amount, and Status. The 'Add Recipient' form is displayed below the table, with numbered callouts (1-9) pointing to various fields and buttons. Callout 1 points to the 'Add Recipient' button at the bottom right. Callout 2 points to the 'Recipient Name' field. Callout 3 points to the 'ID Number' and 'Account Number' fields. Callout 4 points to the 'Account Type' dropdown menu. Callout 5 points to the 'Routing Number' field. Callout 6 points to the 'Credit/Debit' dropdown menu. Callout 7 points to the 'Default Amount' field. Callout 8 points to the 'Addenda' field. Callout 9 points to the 'Save' button. The form also includes a 'Cancel' button and a 'Save' button. At the bottom of the form, there are buttons for 'Create Payment From Selected', 'Approve Selected', 'Reject Selected', and 'Delete Selected'. There is also a link for 'Import Recipients from File' and an 'Add Recipient' button with a callout 1.

### 1 Add Recipients

Select to manually add a recipients.

### 2 Recipient Name

### 3 ID Number and Account Number

### 4 Account Type

Select the dropdown to select the applicable account type.

### 5 Routing Number

Search or enter the correct routing number.

### 6 CR/DR

Select if this is a credit or debit transaction.

### 7 Default Amount

Enter the default amount, this may be edited when the payment is created.

### 8 Addenda

Select to add a freeform addenda entry for the recipient.

### 9 Save

Select to save the recipient information

## ACH Recipients – Import Recipients from File

**INTRUST Bank.** Message Center Notifications Cut-Off Times Last Login: 05/11/2021, 02:59 PM, CST Hi, rtsupad

DASHBOARD ACCOUNTS PAYMENTS RECEIVABLES REPORTING ADMIN

### Import Layout

1 Upload Format:  Delimited  Fixed Position

Select the order of the fields in your file.

Delimiter: Comma

Name *	1		
ID Number	2		
Routing Number *	3		
Account Number *	4		
Amount *	5		
Account Type * Use Transaction Code instead ⓘ	6		
Checking Equals: CK	Savings Equals: SV	Loan Equals: LO	GL Equals: GL
Transaction Type *	7		
Debit Equals: DB	Credit Equals: CR		

3

To import recipients from a file, a file layout must be established first by selecting ACH Recipient Import Layout from the Payments menu.

*Once an import layout is established, it is retained until edited.*

### 1 Upload Format

Select Delimited or Fixed Position

### 2 Order of Fields

Complete the following fields to match the file being imported: Name, ID Number, Routing Number, Account Number, Amount, Account Type and Transaction Type.

### 3 Save

Select to Save

# ACH Payments

## ACH Recipients – Import Recipients from File

The screenshot displays the INTRUST Bank web interface. At the top, the logo and navigation menu are visible. The main content area is titled 'ACH Recipients' and includes a search bar. A modal dialog box titled 'Import Recipients' is open, showing options for 'Delimited' and 'Fixed Position' file types. A 'Select File' field with a 'Browse...' button is present, along with an 'Upload' button. Numbered callouts (4, 5, 6, 7) highlight the 'Import Recipients from File' button in the main interface, the file type selection, the 'Browse...' button, and the 'Upload' button respectively. Below the dialog, a row of action buttons is visible, including 'Payment From Selected', 'Approve Selected', 'Reject Selected', 'Delete Selected', 'Import Recipients from File', and 'Add Recipient'.

To import recipients from a file, select ACH Recipients from the Payments menu.

**4 Import Recipients from File**

**5 Select File Type**

**6 Browse for File**

**7 Select Upload**

# ACH Payments

## Admin – ACH User Entitlements

Message Center Notifications Cut-Off Times Last Login: 04/28/2021, 09:23 AM, CST Hi, rtsulad2

DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Back to User List

basic Status: Active

User Information **ACH Entitlements**

Account Access

IP Access

Time Access

ACH

**1** Entitlements

User Limits

POSITIVE PAY

Entitlements

REPORTING

Entitlements

TRANSFER/LOAN PAYMENT

Entitlements

User Limits

STOP PAYMENT

Entitlements

ACH Company Access: [Manage ACH Companies](#)

Restricted Batch  **2**

**3**

**ACH Templates**

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

**Recipients**

	Create Recipient	Edit Recipient	Delete Recipient	Approve Recipient
<a href="#">Toggle row</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The save button below applies to the current tab only.** Once all tabs have been completed and saved, click the submit button at the top of the page.

[Save Changes](#) [Reset](#)

### 1 ACH User Entitlements

To establish or edit a user's ACH entitlements, select Admin then User List. Under the individual users Actions button, select Edit User.

### 2 Restricted Batch

If selected the user will have the option to restrict a batch. Only other users with Restricted Batch access will be able to view the batch.

### 3 ACH Templates

Select individual template entitlements or Toggle All to select all the template entitlements.

- Create ACH Template: User can create a Template
- Full Edit ACH Template: User can edit all fields within the template
- Partial Edit ACH Template: User can only edit the amount fields
- Delete ACH Template: User can delete a template
- Approve ACH Template (If template approval is enabled): User can approve a template created or edited by another user

# ACH Payments

## Admin – ACH User Entitlements

**basic** Status: Active

**ACH Entitlements**

ACH Company Access: [Manage ACH Companies](#)

Restricted Batch

**ACH Templates**

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

**Recipients**

	Create Recipient	Edit Recipient	Delete Recipient	Approve Recipient
<a href="#">Toggle row</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Warning:** The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

[Save Changes](#) [Reset](#)

### 4 ACH Payments

Select individual payment entitlements or Toggle All to select all the entitlements. ACH Payment entitlements apply to all types of ACH transactions except for International ACH.

- Create ACH Payment: User can create a payment
- Full Edit ACH Payment: User can edit all fields within a payment
- Partial Edit ACH Payment: User can only edit the dollar amount on recipients
- Delete ACH Payment: User can delete a payment
- Approve ACH Payment: User can approve a payment initiated or edited by another user
- File Upload Edit: User can edit a NACHA file that was uploaded

### 5 International ACH Payments

Select individual international entitlements or Toggle All to select all the entitlements.

- Create ACH Payment International: User can create a payment
- Full Edit International ACH Payment: User can edit all fields within a payment
- Partial Edit International ACH Payment: User can only edit the dollar amount on recipients
- Delete International ACH Payment: User can delete a payment
- Approve International ACH Payment: User can approve a payment initiated or edited by another user
- File Upload Edit International ACH Payment: User can edit a NACHA file that was uploaded

# ACH Payments

## Admin – ACH User Entitlements

**ACH Entitlements**

ACH Company Access: [Manage ACH Companies](#)

Restricted Batch

**ACH Templates**

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

**Recipients**

	Create Recipient	Edit Recipient	Delete Recipient	Approve Recipient
<a href="#">Toggle row</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Warning:** The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

[Save Changes](#) [Reset](#)

### 6 Recipients

Select individual payment entitlements or Toggle All to select all the entitlements. ACH Payment entitlements apply to all types of ACH transactions except for International ACH.

- Create Recipient: User can create a recipient
- Edit Recipient: User can edit a recipient
- Delete Recipient: User can delete a recipient
- Approve Recipient: User can approve a recipient created

# ACH Payments

## Admin – ACH User Entitlements

**Manage ACH Company Access**

Search Available ACH Companies

<input type="checkbox"/>	Company Name	Company ID	SEC Code	Entry Description	Discretionary Data
<input type="checkbox"/>	Test Balanced	5562214556	PPD	Test	
<input checked="" type="checkbox"/>	Test Offset	66262	PPD	Test	
<input type="checkbox"/>	Test CCD	545645455	CCD	Test	
<input type="checkbox"/>	Test Credits	123456789	CCD	Test	

Save Cancel

**Warning:** The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

Save Changes Reset

### 7 Manage ACH Companies

Select Manage ACH Companies to select what companies the user can have access to create a payment from. Then select Save.

# ACH Payments

## Admin – ACH User Limits

### 1 Daily Initiation Limit

The daily amount the user can initiate.

### 2 Approval Limit

The user can approve ACH payments up to this amount.

### 3 ACH Company Transaction Limit

The limit per transaction within a batch the user can send for the ACH Company.

### 4 ACH Company Daily

The daily limit the user can send for the ACH Company.

### 5 Save Changes

Once all limits are inputted, select Save Changes.

### 6 Submit for Approval

Once all user entitlements/limits are established, select Submit for Approval.