

**ACH PAYMENT OR COLLECTION
NEW FILE CREATION**

Create new ACH Payment or Collection files for processing

ACH PAYMENT CREATION

1. Under the 'Payments' tab, select 'ACH/Wire Payments'.

The screenshot shows the bank's dashboard. On the left is a navigation menu with items: Home, Payments, Transfers, ACH/Wire Payments, Recipients, Online Activity Center, eStatement, Services, User Management, Settings, Reports, Messages (50), Locations, Help, and Log Off. Two red arrows point to 'Payments' and 'ACH/Wire Payments'. The main content area shows account balances for Momentum @ Work, Basic Business, Basic Checking, Association Int Ckg, and Preferred RLOC-1.5%. Below this is an Asset Summary section with a donut chart showing \$24,216 in Total Assets, split into 31% and 65% segments.

2. Select the corresponding transaction type within the 'New Payment' drop down menu.

The screenshot shows the 'Payments' section. At the top, there is a search bar, a 'Filter by Type' dropdown, a 'New Template' button, and a 'New Payment' dropdown menu. A red arrow points to the 'New Payment' dropdown, which is open and shows options: ACH Collection, ACH Payments, Domestic Wire, and Payment From File. Below the dropdown is a section titled 'Available Templates' with three cards: 'ACH Contractors' (ACH Payments), 'Test - AS' (Domestic Wire), and 'Wire' (Domestic Wire). Each card has a trash icon, a PPD icon, and edit/delete icons.



Have questions?

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ACH PAYMENT CREATION

3. Select the ACH Class Code
4. If the recipient has already been set up, select the corresponding recipient from the list and enter the amount. You can then skip to step 6.
5. If the recipient has not yet been set up, select the 'New Recipient' button. (Reference the Recipient Management Guide)
6. Optional: Enter the Company Entry Description. (A description of the entries contained within the batch)
7. Populate all information for Recipient Detail then 'Save Recipient' or add another account

Payments - ACH Payments

Info & Users Recipient & Amount Account Review & Submit

Template Name:
test Q2

ACH Class Code * Company Entry Description

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/> Debbie Delaware					<input type="text"/>
<input type="checkbox"/> George Georgia					<input type="text"/>

Edit Sample Name

Recipient Detail Checking - x6789

Display Name *

ACH Name Wire Name

ACH ID Set ACH recipient type for filtering

Email Address

Send email notifications for tempate payments

Country

Address 1 *

Address 2

City * State * ZIP *

* - Indicates required



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ACH PAYMENT CREATION

8. Complete all the account information to include account type, account number, financial institution and routing number.
9. Save Recipient or Add another account when complete.
10. Check the box next to the account name and pay then enter the amount of the transaction then select next
11. Select Subsidiary (ACH Company) then specify the account and select next.

Edit Sample Name

Recipient Detail **Checking - x6789**

Payment Types Allowed Remove this account

ACH Only
 Wire Only
 ACH and Wire

Account Detail

Account Type * Account * Financial Institution (FI)

ACH Routing Number *

* - Indicates required field Cancel Save Recipient Add another account

Show Payments

Name	Account	Pay	Notify	Amount	Addendum
<input checked="" type="checkbox"/> Sample2	23456789	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="\$0.00"/> X	<input type="text" value=""/>
<input type="checkbox"/> Sample Name					

Cancel Next

Payments - ACH Collection

Subsidiary Account Review & Submit

One Time Payment

ACH Class Code Send payment as:

Assoc Bkg 114
ACH

Tax ID: *****5678

Cancel Next



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ACH PAYMENT CREATION

12. Under the Account ribbon select the 'To' account.
13. Select Next

Payments - ACH Collection

Recip Account Review & Submit

One Time Payment

ACH Class Code
PPD - Prearranged Payment and Deposit - [Change](#)

Choose "To" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Property Mgmt Chkg	Checking	XXXXXX0114	\$57.50

14. Select the Effective Date
15. Review the details on the screen for accuracy and select 'Approve' to Authorize the transaction or 'Draft' to only draft the transaction.

Payments - ACH Collection

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

Company Entry Description
AchCollect

ACH Class Code
PPD - Prearranged Payment and Deposit

Send payment as
Assoc Bkg 114

Total Amount
\$1.00 to 1 recipient

To Account
Property Mgmt Chkg XXXXXX0114 \$57.50

Effective Date

Recurrence
None

Selected Recipients

Name	Account	Pay	Notify	Amount	Addendum
Sample2	23456789	Yes	No	\$1.00	

* - Indicates required field



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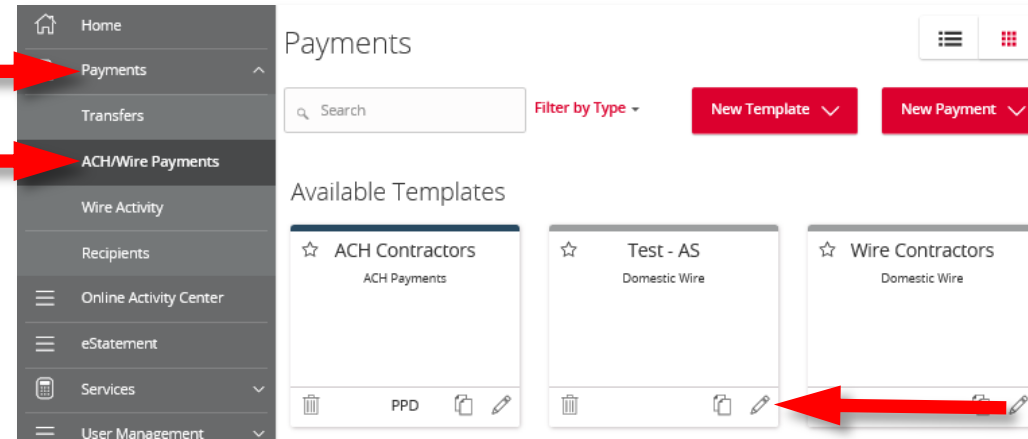
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ACH PAYMENT CREATION

ACH PAYMENT CREATION FROM TEMPLATE

1. From the home screen under 'Payments' select 'ACH/Wire Payment', select the 'Pencil' icon for the existing template.



Note: Info & Users

2. Optional: Modify the 'Template Name' and indicate other company user(s) that should have access to the template by checking or unchecking the box next to each name.
3. Select 'Next'.

Payments - ACH Payments

Info & Users Recipient & Amount Account Review & Submit

Template Name *
ACH Contractors

ACH Class Code
PPD - Prearranged Payment and Deposit

Grant User Role Access *

Search

Name
<input checked="" type="checkbox"/> Company Admin
<input type="checkbox"/> Payroll Clerk
<input type="checkbox"/> Jenny Jones
<input type="checkbox"/> Clerk
<input type="checkbox"/> Test - AS

* - Indicates required field

Next



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ACH PAYMENT CREATION

NOTE: Set Up ACH

4. By selecting the box next to the recipient you wish to pay on the left side of the screen will include this ACH for processing. Check the 'Pay' box.
5. By selecting the pencil 'Optional Fields' you can enter a message to the beneficiary and purpose of ACH (Optional).
6. Select the 'Notify' check box to automatically notify the Recipient via e-mail of the transaction. (Optional – see note below)
7. Select 'Next'
8. Select 'From Account'

NOTE: The recipient must have an e-mail address included on the 'Recipient Detail' screen for the notification to work.

Payments - ACH Payments

Info & Users Recipient & Amount Account Review & Submit

Template Name:
ACH Contractors ☆

ACH Class Code * PPD - Prearranged Payment and Deposit

Company Entry Description
Max 10 characters

Search Pay All New Recipient

Show All

Name	Account	Pay	Notify	Amount	Addendum
<input checked="" type="checkbox"/> Debbie Delaware		<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/> Ted Texas					

Cancel Next

Account Name	Account Type	Account Number	Balance
<input type="checkbox"/> Momentum @ Work	Checking	XXXXXX1281	\$120.78
<input type="checkbox"/> Basic Business	Checking	XXXXXX0644	\$15,768.37
<input type="checkbox"/> Basic Business	Checking	XXXXXX0652	\$893.74
<input type="checkbox"/> Basic Checking	Checking	XXXXXX0538	\$7,410.95
<input type="checkbox"/> Association Int Ckg	Checking	XXXXXX0106	\$22.59

Cancel Next

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ACH PAYMENT CREATION

NOTE: Review & Submit

9. Enter an 'Effective Date' for the transaction(s).
10. Repeat steps 3-6 for all ACH to be processed.
11. Select 'Save'.
12. Review the information on the screen for accuracy and then select 'Approve' to authorize the ACH(s) or select 'Draft' to only draft the ACH. If 'draft' is selected, the file WILL NOT process until it is 'Approve' by a user with appropriate authority.

Note: The wire must be approved and in an 'Authorized' status for processing by the Bank.

NOTE: Edit Existing Template

Under 'Payments' then 'ACH/Wire Payments', select the pencil icon for an existing template.

Payments - ACH Payments

Info & Users Recipient & Amount Account **Review & Submit**

Template Name:
ACH Contractors ☆

Company Entry Description: AchBatch
ACH Class Code: PPD - Prearranged Payment and Deposit

Send payment as: AMB Corporate Demonstration
Total Amount: \$0.01 to 1 recipient

From Account: Association Int Clg XXXXXX0106 \$22.59

Effective Date *
Select Date [calendar icon]

Recurrence: None

Selected Recipients

Name	Account	Pay	Notify	Amount	Addendum
Debbie Delaware	5586765432	Yes	No	\$0.01	

* - Indicates required field

Cancel Save Draft Approve

Payments

Home Payments Transfers ACH/Wire Payments Wire Activity Recipients Online Activity Center eStatement Services User Management

Search Filter by Type New Template New Payment

Available Templates

- ACH Contractors (ACH Payments) [trash] PPD [edit] [pencil icon]
- Test - AS (Domestic Wire) [trash] [edit] [pencil icon]
- Wire Contractors (Domestic Wire) [trash] [edit] [pencil icon]



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