Business Online Banking

User Guide

ACH

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Let's get you there.

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DollarBank®
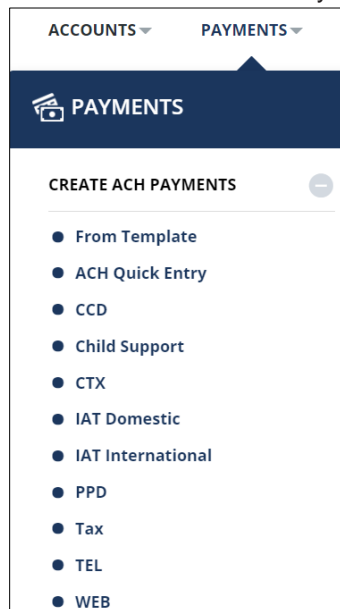
ACH Payments

Task 1: Create an ACH Payment (Without an ACH Payment Template)

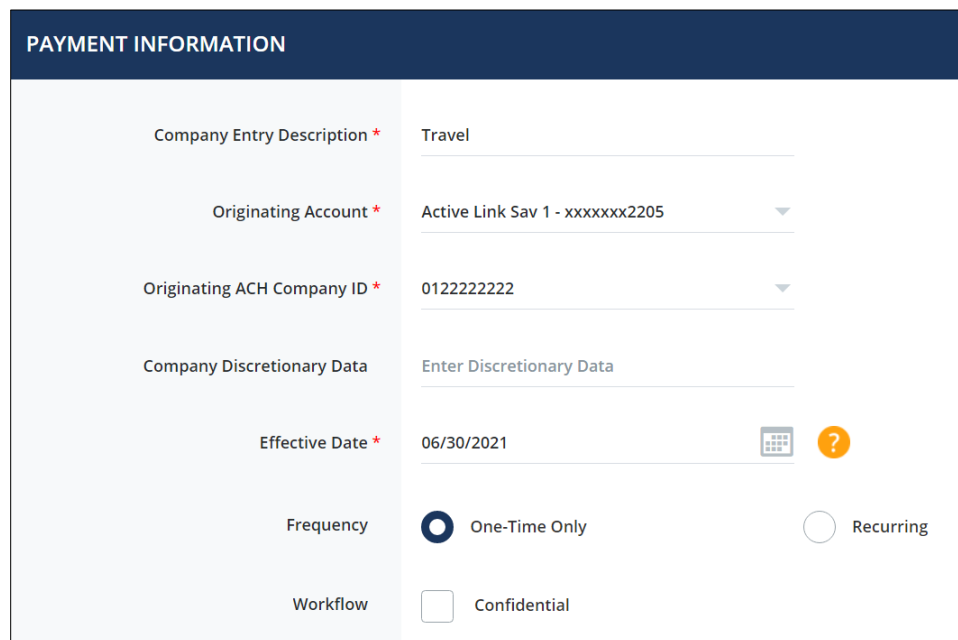For a one-time ACH payment, follow these steps to submit the payment.

Step 1: Click Payments and under Create ACH Payments select the desired ACH payment type.

Step 2: Fill in all the required field information. Required fields are marked by an asterisk (*).

Step 3: Add recipients by choosing one of the below options:
1. Select existing recipients from the Master Recipient File
2. Create New
3. Import from File

RECIPIENTS

	Select Recipients	Create New	Import from File

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount* ▲	CR/DR	Disc. Data	Status Prenote Expiry	Addenda
			NO RECIPIENT SELECTED				

Cancel

Option 1. Choose Select Recipients to add a recipient from the Master Recipient List.
Select the recipient(s) to add to the ACH Payment, then click Done.

SELECT RECIPIENTS

Show All | Search

	Recipient Name ▲	Recipient ID ▲	Bank ID ▲	Account Number ▲	Account Type ▲
☐	Elves	01234	221982389	123456789	Checking
☑	lilia	6789	221982389	678895	Savings
☑	Rashel	68	221982389	932665	Checking
☐	razia	52	221982389	567843	Savings
☐	Rudolf	456	221982389	982156	Checking

Option 2. Choose Create New to add a recipient not in the Master Recipient List. Input the required information for the recipient and click Continue.

CREATE RECIPIENT   ✱ Required Fields ❓ ✖

Recipient Name *	Alvin Smith
Recipient ID *	R10004
Account Type *	Checking ▾
Account Number *	223344556
Bank *	◉ Select from List ○ Enter Bank Information with Bank ID

Remove

1199 SEIU FEDERAL CREDIT UNION
ABA (ACH) 226077862
NEW YORK NY UNITED STATES

Options   ☐ Save to Master Recipient List

☐ Add Contact Information

[Cancel] [Continue]

Review and make any necessary corrections by selecting Edit. Otherwise, select Submit (or Submit and Create if you need to add additional recipients).

PREVIEW RECIPIENT   ✱ Required Fields ❓ ✖

Recipient Name	Alvin Smith
Recipient ID	R10004
Account Type	Checking
Account Number	223344556
Bank ID Type	ABA (ACH)
Bank ID	226077862
Bank Name	1199 SEIU FEDERAL CREDIT UNION
Address Line 3	NEW YORK NY UNITED STATES
Save to Master Recipient List	No

[Cancel] [Edit] [Submit] [Submit and Create]

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Step 4: Enter Amount, CR/DR (Credit or Debit), Disc. Data, Prenote Expiry and Addenda for each recipient. Then, click Continue.

### RECIPIENTS   Running Totals ▼

Show All ▼   Search 🔍 ❓   Select Recipients   Create New   Import from File

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount* ▲	CR/DR	Disc. Data	Status Prenote Expiry	Addenda	
			Set All ▼	Set All ▼		Set All ▼	ℹ️	⊖
Alvin Smith R10004	226077862 1199 SEIU FEDERAL CREDIT UNION	223344556 Checking	22.20	Credit ▼		Active ▼	➕	🗑️
lilia 6789	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	678895 Savings	33.30	Credit ▼		Active ▼	➕	🗑️
Rashel 68	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	932665 Checking	44.40	Credit ▼		Active ▼	➕	🗑️

Show / Hide Columns   Show 10 ▼

[Cancel]   [Save Incomplete]   [Continue]

Step 5: Review the ACH payment instructions.

Verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, click Submit Payment.

PAYMENT INFORMATION   ⊖

Company Entry Description	Travel
Originating Account	Active Link Sav 1 - xxxxxxx2205
Originating ACH Company ID	0122222222
Effective Date	06/30/2021
Frequency	One-Time Only
Confidential	No

RECIPIENTS

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount ▲	CR/DR	Disc. Data	Status Prenote Expiry	Addenda
Alvin Smith R10004	226077862 1199 SEIU FEDERAL CREDIT UNION	223344556 Checking	$ 22.20	Credit		Active	

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Step 6: The Successful Submit message will appear.

RECIPIENTS

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount ▲	CR/DR	Disc. Data	Status Prenote Expiry	Addenda
Alvin Smith R10004	226077862 1199 SEIU FEDERAL CREDIT UNION	223344556 Checking	$ 22.20	Credit		Active	
lilia 6789	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	678895 Savings	$ 33.30	Credit		Active	
Rashel 68	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	932665 Checking	$ 44.40	Credit		Active	

TOTAL RECIPIENTS   3   TOTAL CREDIT AMOUNT $ 99.90

Show   10   ▼

✓ **Successful Submit**
Payment Travel has been successfully created. Total credits $ 99.90.

[Save as Template]   [Payment Center]

Step 7: If your company requires Dual Control on ACH, the ACH payment will be in the Pending tab of the Payment Center with the status of Pending Approval.

If your company does not require Dual Control on ACH, the ACH payment will be in the Pending tab of the Payment Center with a status of Scheduled until 2 days before the effective date. On the effective date the status will change to Completed.

See Task 7 for ACH approval guidance.

NOTE: You can also use Save Incomplete to save the payment in its current state without submitting.

Task 2: Create an ACH Payment Template

For repetitive ACH payments, you can create a template to speed up the payment process. Much of the information required for creating a payment template is the same as for creating a payment. A few details, however, are specific to payment templates.

Step 1: Click Payments and under Create ACH Template select the desired ACH payment type.

Step 2: Enter the details of the new payment. Required fields are marked with an asterisk (*). The information required varies with the selected ACH payment type.

Step 3: Add recipients by selecting from a list or creating them, as mentioned in Task 1, Step 3.

Step 4: The Amount, Disc. Data and Addenda fields are optional when creating a template. You can either enter them here to have them saved with the template, or leave them blank to fill in as needed when submitting a payment from the template.

RECIPIENTS

Running Totals ▾

Show All ▾	Search 🔍 ❓			Select Recipients	Create New		Import from File

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount ▲	CR/DR	Disc. Data	Status Prenote Expiry	Addenda
			Set All ▾	Set All ▾		Set All ▾	ℹ️ ⊖
lilia 6789	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	678895 Savings	230.00	Credit ▾		Active ▾	ℹ️ 🗑️
Addenda REF*CT*1232122*contract number\ Edit Delete							
Rudolf 456	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	982156 Checking	300.00	Credit ▾		Active ▾	➕ 🗑️

Show / Hide Columns

Show 10 ▾

Cancel   Save Incomplete   Continue

When finished, click Continue.

Step 5: Review the ACH Template.

PREVIEW CCD TEMPLATE

Use this page to preview Corporate Credit or Debit template information.

❓ Help

TEMPLATE INFORMATION ⊖

Template Activation	06/30/2021
Template Name	CCD June Bill
Originating Account	Active Link Sav 1 - xxxxxxx2205
Originating ACH Company ID	0122222222
Company Entry Description	Inventory
Template Limit	$ 1,000.00
Confidential	No

Review and click Submit Template to save and add the template to the Template Center. The Successful Submit message will appear.

RECIPIENTS

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount ▲	CR/DR	Disc. Data	Status Prenote Expiry	Addenda
lilia 6789	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	678895 Savings	$ 230.00	Credit		Active	ℹ️
Addenda REF*CT*1232122*contract number\							
Rudolf 456	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	982156 Checking	$ 300.00	Credit		Active	
		TOTAL RECIPIENTS 2 TOTAL CREDIT AMOUNT $ 530.00					

Show 10 ▼

Cancel   Edit Template   Submit Template

✓ **Successful Submit**
CCD June Bill has been created successfully.   Template Center

Step 6: This template is now ready to use for creating a payment. See Task 4 to create a payment from a template.

> **NOTE:** For quick access, you can also create templates from the Template Center by selecting Create Template.

Task 3: Edit an ACH Payment Template

Templates can be edited as needed. Once you make a change to a template, all payments created from that changed template will include the modifications.

In the case of a recurring payment, payments set up before the template modification will not include the changes because once a recurring payment is set up, all subsequent payments will be identical to the first payment.

For example, you created a template for your payroll and set up a weekly recurring payment using this template. You then hire a new employee and add them to the template, but the recurring payment was created before the new employee was hired. Until you create a new payment from the modified template, your new employee will not be included in your weekly payroll payment.

    Step 1: Click Payments and under Manage select Template Center.
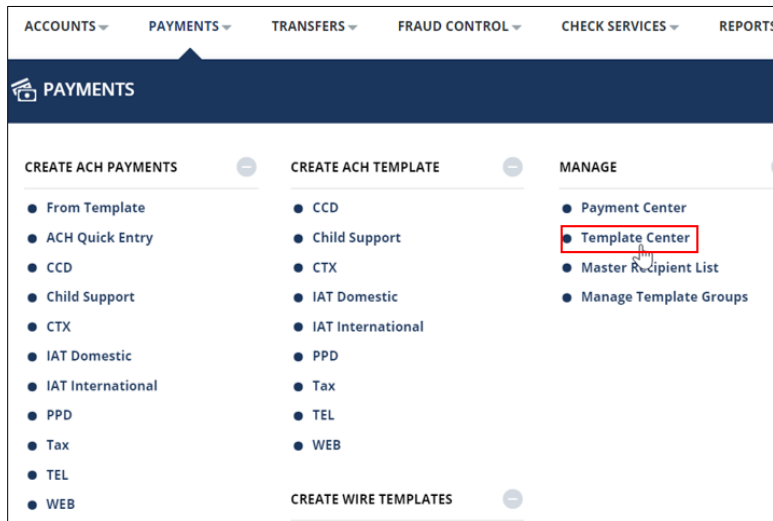
Step 2. Select the template you wish to edit and from the Action list click Edit Template.
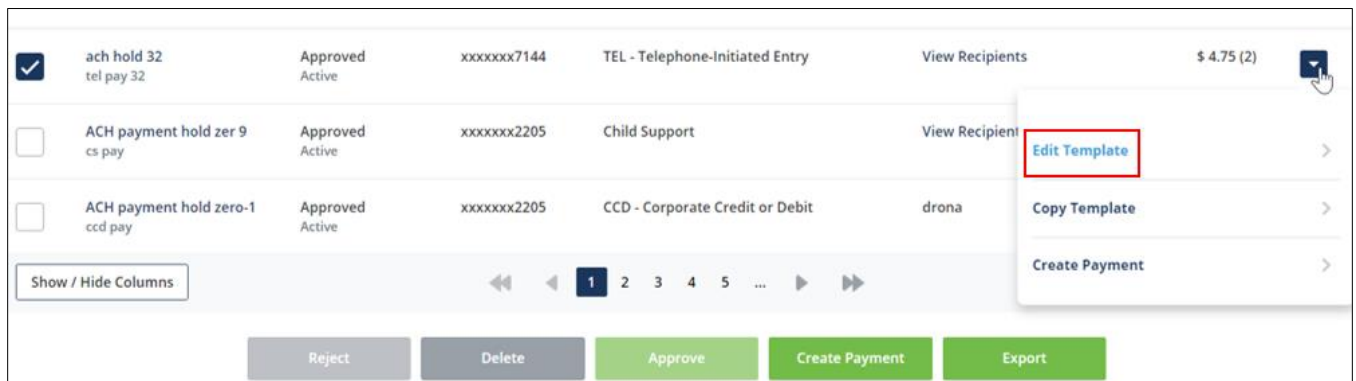
Step 3: Edit the template details that need to be updated and click Continue.

Step 4: Review your edits and click Submit Template to save the changes, updating the template in the Template Center.

Task 4: Create an ACH Payment from a Template

If your template(s) are built and no edits needed, follow the steps below to submit an ACH payment using your template.

Step 1: Click Payments and under Create ACH Payments select From Template.
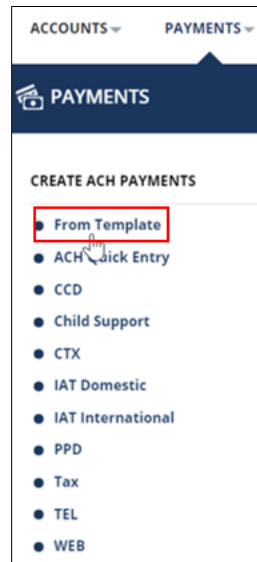
Step 2: Select the check box next to the template you want to use to create the payment. Click Create Payment either at the bottom of the screen or from the Action list.
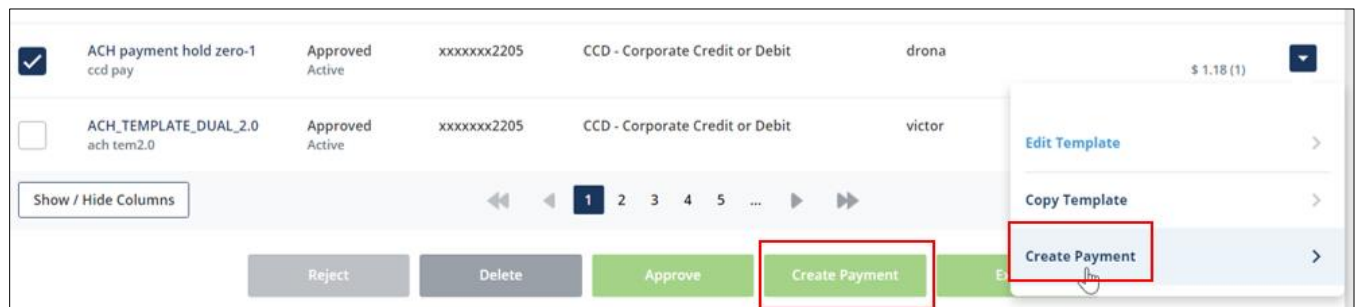
Step 3: Enter the details of the new payment. Required fields are marked with an asterisk (*).

CREATE CCD PAYMENT FROM TEMPLATE
Use this page to create a new ACH Corporate Credit or Debit payment from template.

PAYMENT INFORMATION

Template Name	ACH payment hold zero-1
Company Entry Description	ccd pay
Originating Account	Active Link Sav 1 - xxxxxxx2205
Originating ACH Company ID	0122222222
Company Discretionary Data	payment
Effective Date *	07/01/2021
Frequency	○ One-Time Only ○ Recurring
Confidential	No

When finished, click Continue.

Step 4:

Verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, click Submit Payment.

RECIPIENTS

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount ▲	CR/DR	Disc. Data	Status Prenote Expiry	Addenda
drona 34521	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	678943 Savings	$ 1.18	Credit		Active	ℹ️
Addenda ccd payment from template							

	TOTAL RECIPIENTS 1	TOTAL CREDIT AMOUNT $ 1.18		

Show 10 ▼

Password *   Enter Password

[Cancel]   [Edit Payment]   [Submit Payment]

Step 5. The Successful Submit message will appear.

✓ **Successful Submit**
Payment ccd pay has been successfully created. Total credits **$ 1.18**.

[Payment Center]

Step 6: If your company requires Dual Control on ACH, the ACH payment will be in the Pending tab of the Payment Center with the status of Pending Approval. If your company does not require Dual Control on ACH, the ACH payment will be in the Pending tab of the Payment Center with a status of Scheduled until 2 days before the effective date.

On the effective date the status will change to Completed. See Task 7 for ACH approval guidance.

Task 5: Create a Payment Import File

This task covers creating an Import Profile to import a NACHA formatted file. If you need additional assistance, please call 1-855-282-3888.

Step 1: Click Payments and under Payment Tools select Import Profiles. The list of existing Profiles will appear.
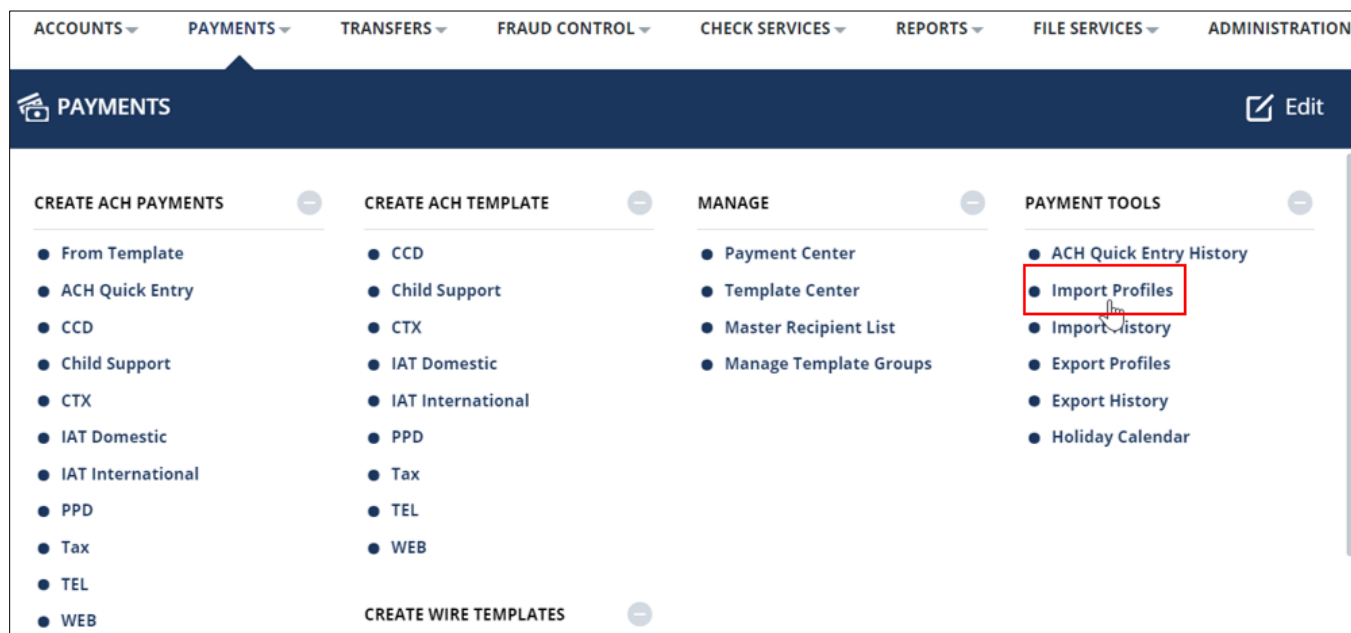
Step 2: Click Create Profile.
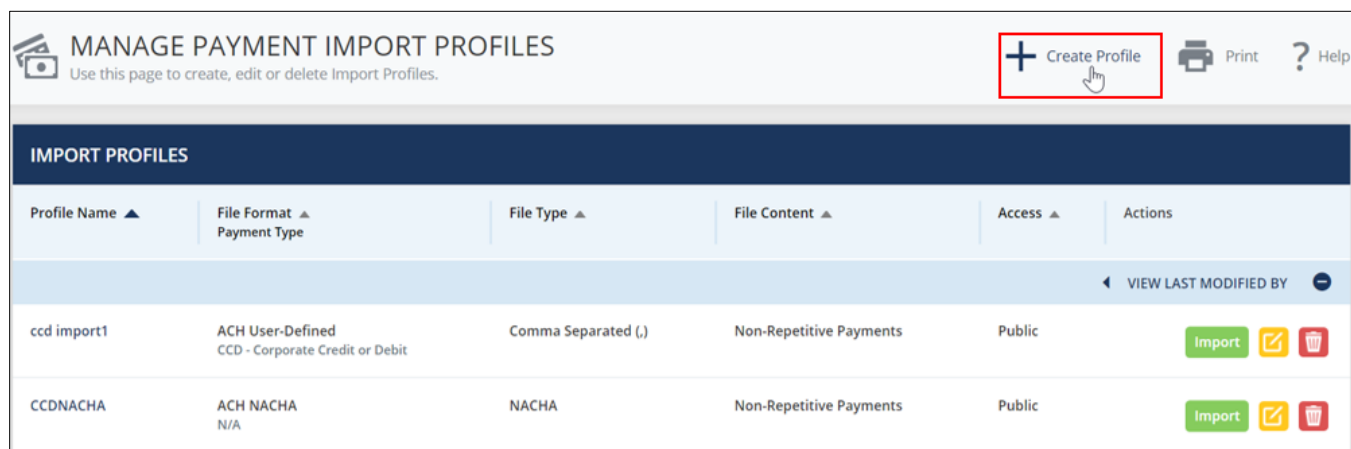
Step 3: Enter the following information:

- **Profile Name:** The name that will be used to identify the Profile in the system.

- **File Format:** The general file format for files that will be imported using the Profile.
  Both ACH NACHA and ACH User Defined are supported.
  Select ACH NACHA.

  If your files are NACHA formatted, please STOP here and call us assistance.

Click Next.

CREATE IMPORT PROFILE   Required Fields ❓ ✖

Step 1 Select File Format

Profile Name *   Import Profile July 2021

File Format *   ACH NACHA   ▼

[Cancel]   [Next]

Step 4: For File Content Type, select Recipients and then click Next.

CREATE IMPORT PROFILE   Required Fields ❓ ✖

Step 2 Enter File Format Information

File Content Type   ○ Non-Repetitive Payments

                      ○ Templates

                      ● Recipients

[Cancel]   [Back]   [Next]

Step 5: Profile Access indicates user access to the Import Profile.

- **Public:** All of the company users can view and edit the Profile.

- **Private:** Only the user who created the Profile can view the Profile and initiate an import based on it.

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Select your desired option and click Next.

Step 6:

Review and verify all information are accurate. Click Back if changes are needed.
If there are no changes, click Submit Profile.

The Successful Submit message will appear.

Step 7: The Import Profile is now in Manage Payment Import Profiles. It will be available for use when creating an ACH payment and selecting Import from File in the Recipient section of an ACH payment.

Task 6: Create an ACH Payment using a Recipient Only Import File

Before importing payment data, an Import Profile must be created. If an Import Profile needs to be created follow Task 5 before continuing.

Step 1: Click Payments and under Create ACH Payments select the desired ACH payment type.

Step 2: Fill in all required Batch Information fields. Required fields are marked with an asterisk (*).

Select a Frequency for the payment.

CREATE PPD PAYMENT
Use this page to create a new ACH Prearranged Payment and Deposit payment.

? Help

PAYMENT INFORMATION   ⊕ Required Fields ⊖

Company Entry Description *	Payroll
Originating Account *	Active Link Chk 1 - xxxxxxx2205
Originating ACH Company ID *	0111111111
Company Discretionary Data	Enter Discretionary Data
Effective Date *	07/02/2021
Frequency	● One-Time Only ○ Recurring

Select Recurring frequency if you want to repeat the payment. Provide other details as needed.

Frequency	○ One-Time Only	● Recurring
	Recurring Schedule *	Every Month
	Weekly/Holiday Schedule	● Move Payment to Next Processing Day
		○ Move Payment to Previous Processing Day
	Number of Payments	○ Continue Until Further Notice
		○ Send ___ Total Payments
		● End on This Date 11/30/2021

Step 3. Add recipients by clicking Import from File.

RECIPIENTS

Select Recipients | Create New | **Import from File**

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount* ▲	Disc. Data	Status	Addenda *
		NO RECIPIENT SELECTED				

Cancel

Step 4: Select the Profile name from the dropdown list and click Next.

IMPORT RECIPIENT	✱ Required Fields ⊗
Step 1 of 3: Select Import Profile Name	

Profile *   Import Profile July 2021 - NACHA ▾

Cancel   **Next**

Step 5: Click Browse to find the desired file, then click Next.

Step 6: A screen will show with all recipients and their banking information. Click Import File.

IMPORT RECIPIENT ⊗

Step 3 of 3: Review Recipient Information

Recipient ID ▲	Recipient Name ▲	Account Type ▲	Bank ID ▲	Account Number ▲	Recipient Amount ▲
1234	Tom	Checking	221982389	1212121212	20.00

Show 10 ▾

Option   ☐ Save all imported recipients to the master list

Cancel   **Back**   **Import File**

Step 7: The payment is now ready to be created. Click Continue.

RECIPIENTS   Running Totals ▾

Show All ▾   Search 🔍   ❓   Select Recipients   Create New   Import from File

Recipient Name ▲ Recipient ID	Bank ID ▲ Bank Name	Account Number ▲ Account Type	Amount* ▲	CR/DR	Disc. Data	Status Prenote Expiry	Addenda	
			Set All ▾	Set All ▾		Set All ▾	ℹ️	⊖
Tom 1234	221982389 (AFCU) ACADEMIC FEDERAL CREDIT UNION	1212121212 Checking	20.00	Credit ▾		Active ▾	➕	🗑️

Show / Hide Columns   Show 10 ▾

Cancel   **Save Incomplete**   **Continue**

Step 8:
On the Preview ACH Payment screen, verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, click Submit Payment.
The Successful Submit message will appear.

Step 9: If your company requires Dual Control on ACH, the ACH payment will be in the Pending tab of the Payment Center with the status of Pending Approval. If your company does not require Dual Control on ACH, the ACH payment will be in the Pending tab of the Payment Center with a status of Scheduled until 2 days before the effective date. On the effective date the status will change to Completed. See Task 7 for ACH approval guidance.

Task 7: Approve an ACH Payment

If your company has elected to use Dual Control for ACH Payment, follow the steps below to approve an ACH payment.

Step 1: From the Notification Center, click Approvals and select ACH Approvals.
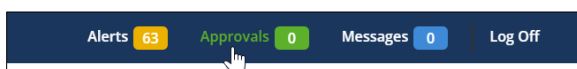
Alternatively, go to Payments and under Manage select Payment.
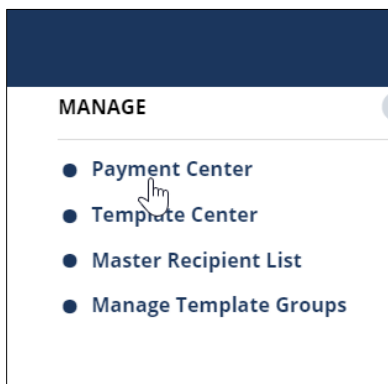
Step 2: Under Pending select the transaction(s) to approve.

Step 3: Review the ACH payment. The options are as follows:

Approve: This approves the request for processing by the bank.
- Review the payment instructions, click Approve.
- The Successful Submit message will appear.
- After the approval is complete, the Payment will be in a Scheduled status.

Reject: This stops further processing of the request in its current form.

- The request can be edited and submitted again for approval. In the Memo field, you can specify the reason to reject the payments.
- Review the payment instructions. Enter the Security Number and

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Password, then select Reject.

> **NOTE:** You can approve payments only if you are designated in the system as an approver. You cannot approve any payments you created or last modified.
>
> In addition, lack of account access or exceeding a limit can prevent you from successfully approving a payment.

Task 8: Create ACH Returns and Notification of Change (NOC) Report

Create an ACH Returns and NOC Report to monitor returns from ACH payments or ACH payment recipient information changes.

Step 1: From the Reports section select Account Reports.
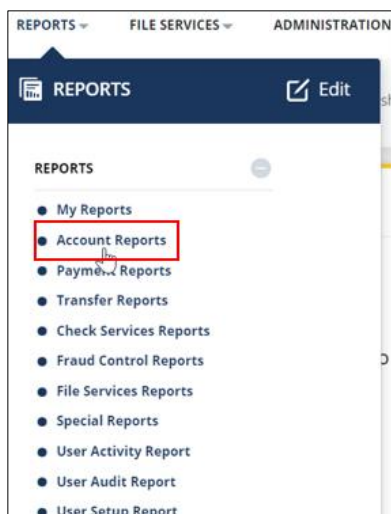
Step 2: Click the Standard tab, navigate to the ACH Return and NOC report and select Customize Report.
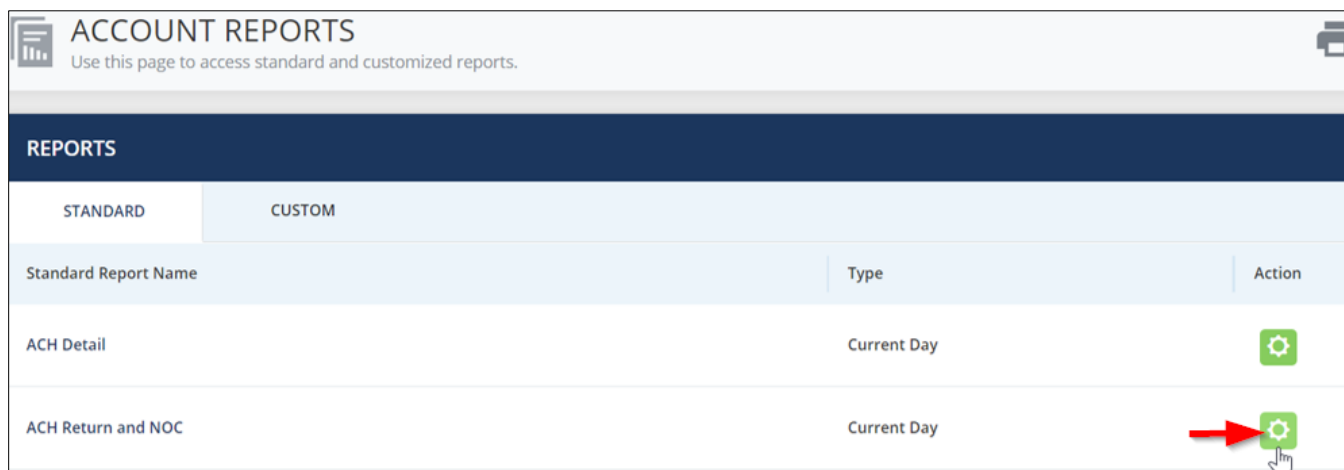
Step 3: Fill in the required fields marked with an asterisk (*).

Recommended Options:

- Usage: Select Private.
- Accounts: Select all accounts ACH payments originate from.
- ACH Company IDs: Select All IDs.
- Date Range: Relative Date.
  From: Beginning of Prior Month. To: Prior Business Day.
- Report Content: Both ACH Return & NOC Entries.

REPORT INFORMATION				Required Fields
Report Name *	ACH Report July 2021			
Account Report Name	ACH Return and Notification of Change Report			
Report Type	Current Day Detail			
Usage	● Private		○ Shared	
Accounts *	✎ Edit Accounts		✔ Select All Accounts	
	xxxxxxx8641 xxxxxxx8641	xxxxxxx2205 xxxxxxx2205	xxxxxxx7144 xxxxxxx7144	xxxxxxx2449
Originating ACH Company IDs *	✎ Edit IDs		✔ Select All IDs	
	0111111111	0122222222	0211111111	0222222222
Date Range *	● Relative Date		○ Absolute Date	

Step 4: Click Continue and then Save and View.

REPORT INFORMATION				⊖
Report Name	ACH Report July 2021			
Account Report Name	ACH Return and Notification of Change Report			
Report Type	Current Day Detail			
Usage	Private			
Accounts	xxxxxxx8641 xxxxxxx8641	xxxxxxx2205 xxxxxxx2205	xxxxxxx7144 xxxxxxx7144	xxxxxxx2449
Originating ACH Company IDs	0111111111	0122222222	0211111111	0222222222
Date Range	From (Beginning of Prior Month) To (Prior Business Day)			
Report Content	Both ACH Return & NOC Entries			

Cancel	Edit	Save	View	Save and View

The Successful Submit message will appear.

✓ **Successful Submit**
Report ACH Report July 2021 has been successfully created.

Manage Reports

Step 5: The custom report is available in the Custom tab and ca be added to My Reports.

ACCOUNT REPORTS
Use this page to access standard and customized reports.

🖨 Print ?

REPORTS

STANDARD	CUSTOM

☑	Custom Report Name ▲	Type ▲	Last Updated Date/Time ▲	Action
☑	ACH Report July 2021	Current Day	07/02/2021 03:08	📝

Task 9: Create an ACH Payment Alert

Receive a text or e-mail alert for a variety of ACH payment statuses.

Step 1: Click the arrow next to your name and select Manage Alert Settings.
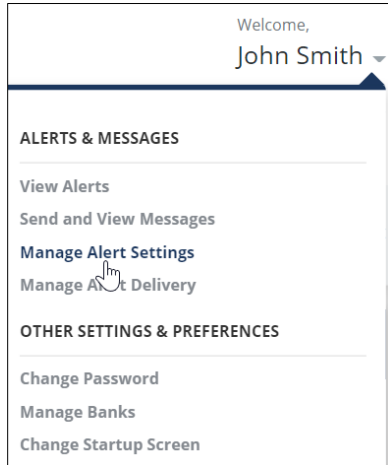
Step 2: On the Manage Alert Settings screen click Create Alert and then click Payment Status.
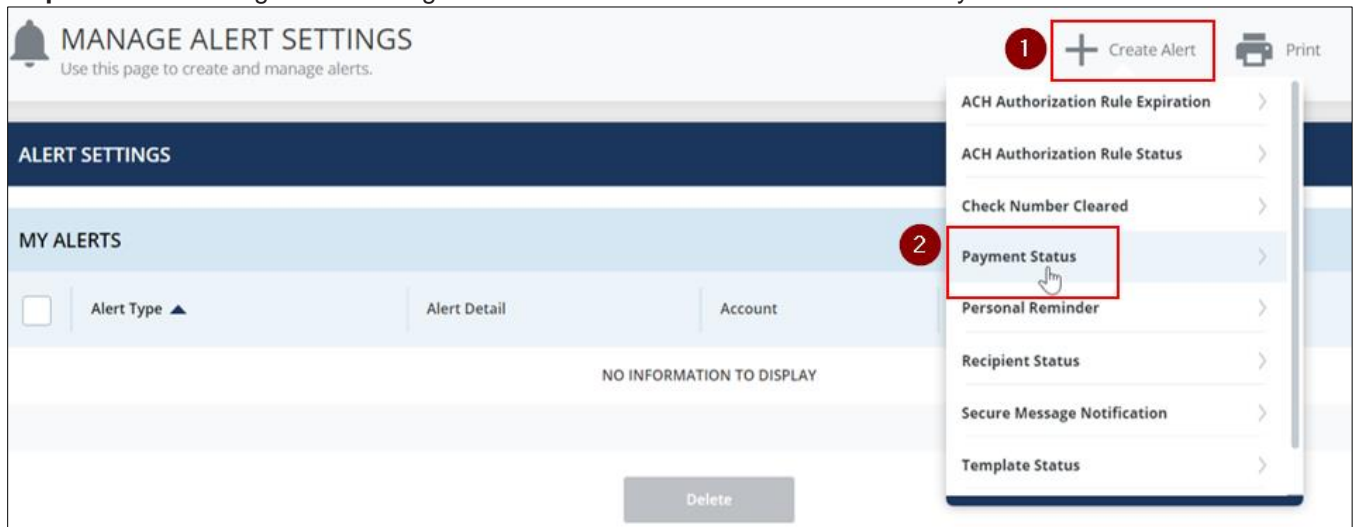
Step 3: Select a Payment Method and Status option from the dropdown list.

Step 4: If you only want an alert if the payment is over a certain dollar amount, enter a Threshold amount. Otherwise, leave it blank.

Step 5: Select a Deliver To option.

CREATE ALERT

✱ Required Fields

Alert Type	Payment Status
Status *	Completed ▼
Payment Method *	All ACH Payments ▼
Threshold	Enter a Threshold ❓
Deliver To	This alert will always be delivered to your inbox. You may select multiple delivery options.

☐	Delivery Name	Deliver To

Step 6: Click Submit to create the alert. The Successful Submit message will appear.

✓ **Successful Submit**
Your subscription was added successfully.   Alert Settings

ACH Payments Glossary of Terms

ACH Payment Types:

1. **CCD (Corporate Credit or Debit) Payment:**

   CCD payments are when the recipient is a business rather than an individual. CCD payments can be either credit or debit transactions against the recipient's account.

2. **Child Support Payment:**

   An ACH transaction to make a child support payment.

3. **PPD (Prearranged Payment and Deposit) Payment:**

   PPD payments are when the recipient is an individual. PPD payments can be either credit or debit transactions against the recipient's account.

4. **Tax Payment:**

   Tax payments are used for making payments to a U.S. state or federal taxing authority.

Batch Information:

Company Entry Description: A brief description of the payment in ten or fewer characters.

Originating Account: The account from which the payment originates.

Originating ACH Company ID: The code that identifies the originator. A company account can have multiple ACH company IDs. When this is the case, the screen provides a list from which a company user can select the ID that should be used for the payment.

Company Discretionary Data: Additional information to identify the transaction. This field must not exceed 20 characters in length. You can use this to include a description of the payment, an employee name, a vendor number or a combination of transaction details.

Effective Date: The date on which you want the payment settled for all recipients in the batch. The standard effective date is supplied, but the date may be changed by typing it or selecting it from the calendar.

Be sure to allow enough time for processing. The system checks the following conditions to determine whether an entered date should be allowed:

- **Non-processing days:** The effective date must allow for a send date that is a business day (processing day) for the bank. Note that the processing schedule may vary according to the payment type.
- **Minimum lead time:** Transactions must be scheduled two days before the effective date, depending on whether the payment is a credit, debit, or mixed batch.
- **Future-dating restrictions:** The bank may restrict the number of days into the future that a payment can be scheduled.

Frequency: How often the payment should be made.

- If a single, non-recurring payment, select One Time Only.
- If a recurring payment, select Recurring, and make a selection for each of these options:

Recurring Schedule: Select a payment schedule from the list.

Weekend/Holiday Schedule: For weekend or holiday payments, select either Previous Day or Next Day processing.

Number of Payments: Select one of the payment options.

Recipient Fields:

Recipient Name: Name of the payment recipient.

Recipient ID: An identifier for the recipient.

Bank ID: The bank routing number of the account. We recommend searching the Full Bank List by ABA number to avoid any invalid ABA entries.

Bank Name: Name of the recipient's bank.

Account Number: Number of the recipient's account.

Account Type: Account type from the list, for example Checking, Savings or Loan.

Amount: Amount to be credited to or debited from the account. Click Zero All to quickly change all amounts to zero. Note: If no payment amount is specified, an addendum is required.

CR/DR : Indicates whether the transaction will be processed as a credit to the recipient's account or as a debit from the account. You can use the Running Totals link (top right of the Recipients list) to display a summary of credits and debits. Subtotals are calculated by recipient status (Active, Hold or Prenote).

> To change all recipients to debits or credits, click Set All, and select the All Debit or All Credit link.
>
> **Note:** The CR/DR column appears only if the ACH payment type has been configured in Solution Application Manager to allow mixed batches.
>
> **Note:** Child support payments are always credit transactions.

Disc. Data: Discretionary data is an optional code specific to the originating financial institution that enables specialized transaction handling. This field is two characters. Depending on the needs of the originating financial institution, it can either hold a single two-character code or two distinct one-character codes.

Status: Indicates the status as one of the following:

- **Active:** The transaction is active, that is, not on hold and not prenoted.
- **Hold:** The transaction is on hold for the recipient, while other payments in the batch can be processed.
- **Prenote Expire On:** The entry is a prenote entry to be sent to the recipient before any actual transaction. **Note:** If the recipient is saved to the master list, a prenote status will prevent the recipient from being available for other payments until the prenote has expired.
- Click the Set All button to quickly change all the recipient transactions to the same status.

Addenda: An additional item of payment information, specific to a recipient. Click Add Addenda to add addenda information.

Addenda Options:

Freeform Addenda: Enables users to enter miscellaneous details, up to 80 characters in length, regarding the transaction.

Note/Special Instruction Addenda: Used to provide comments or special instructions in a free-form format.

- **Note Reference Code:** The note or special instruction type code:
  - CHG - Change

- INV - Invoice Instruction
- LIN - Line Item
- OTH - Other Instructions
- PMT - Payment
- ZZZ - Mutually Defined

- **Description:** The note or special instruction text.

Remittance Advice (RMR) Addenda: Used to reference a single invoice with the option to specify discounts or adjustments.

- **Reference Number Qualifier:** A code that identifies the type of Reference Number as one of the following:
  - BM - Bill of Lading Number
  - CO - Customer Order Number
  - CT - Contract Number
  - DP - Department Number
  - IV - Seller's Invoice Number
  - LI – Line Item ID (Seller's)
  - PO - Purchase Order Number
  - SO - Special Approval
  - VM - Vessel Name
  - VV - Voucher Number

- **Reference Number:** Reference identification number, which is specific to the Reference Number Qualifier.

- **Invoice Amount Paid:** The net amount being paid after all discounts and adjustments. When paying an original invoice in full, the calculation of the Invoice Amount Paid is as follows:
  - Original Invoice Amount: Discount Amount + Adjustment Amount (either a positive or negative number). The amount entered for this field displays as the transaction amount in the Recipients list.

- **Original Invoice Amount:** The amount of the original invoice (including charges, less allowance) before any discount or adjustment.

- **Discount Amount:** Amount of discount to be applied to the Original Invoice Amount, thereby decreasing the Invoice Amount Paid. Note: The application does not automatically assume the adjustment amount to be negative. The user needs to specifically enter a negative amount.

- **Adjustment Amount:** Amount by which the original invoice amount is to be adjusted, either increased or decreased.

  - If the adjustment amount is entered as a positive amount, then the amount is added to the original invoice amount, thereby increasing the final Invoice Amount Paid.

  - If the adjustment amount is entered as a negative number, then the amount is subtracted from the original invoice amount, thereby decreasing the final invoice amount paid.

- **Adjustment Reason Code:** Required if the user enters an adjustment amount. The user must select one of the following codes:
  - 01 - Pricing Error
  - 02 - Allowance / Charge Error
  - 03 - Extension Error
  - 04 - Item Damaged

- 05 - Item Quality
- 06 - Quantity Contested
- 07 - Incorrect Product
- 08 - Substitute Product
- 09 - Terms or Sales Error
- 10 - Pallet Charge Error
- 11 - Returns Damaged

Reference Number (REF) Addenda: The reference number addendum (REF) is used to reference another document, such as a government contract number or bill of lading.

- **Reference Number Qualifier:** A code that identifies the type of Reference Number as one of the following:

  - AI - Associated Invoices
  - CD - Credit Note
  - CT - Contract Number
  - DB - Buyers Credit Note
  - EF - Electronic Funds ID Number
  - IV - Sellers Invoice Number
  - PO - Purchase Order Number
  - TN - Transaction Number
  - VN - Vendor Number

- **Reference ID Number:** Reference identification number, which is specific to the Reference Number Qualifier.

- **Description:** A text description of the reference number.

Trace Addenda: Refers to another transaction, which was sent separately. On the Trace Addenda screen, you can enter these details.

- **Trace Type Code:** The trace number type code per the addenda:

  - 1 - Current Transaction Trace Number
  - 2 - Referenced Transaction Trace Number
  - 3 - Reassociation Transaction Trace Number

- **Trace Number:** The trace number.

Child Support Addenda: Includes an addendum record that provides additional information about the payment and the payer.

Addendum Account Information: From the Addendum Account Information section of the screen, you can enter the following details:

- **Child Support Authority Account**: The authority's Account Name, Bank ID, and Account Number. You can do either of the following:

  - Choose Select an Account, and then if the account appears, select it from the list.
  - Select Enter account information, and then enter the details in the Account Type, Account Number and Bank ID fields.

- **Account Type:** The type of bank account being used for this child support payment. This field is required only when using the option to enter account information manually.

- **Account Number:** The number of the bank account being used for this child support payment. This field is required only when using the option to enter account information manually.

- B**ank ID:** The bank that serves this account, identified by typing the ABA number. This field is required only when using the option to enter account information manually.

Addenda Information: From the Addenda Information section of the page, you can enter the following details:

- **Application Identifier:** The type of child support deduction being withheld. The option that a company user chooses depends on whether they represent an employer or a State Disbursement Unit (SDU).

  - If the company user represents an employer who is withholding child support from an employee's pay, the user should select the first code, CS.

  - If the company user represents an SDU, the user should select one of the other codes.

  - Note: FIDM stands for Financial Institution Data Match.

- **Case Identifier:** The case or court order number in the state receiving the transaction.

- **Pay Date:** The pay date of the obligor (the non-custodial parent), which is also the date the amount is withheld from employee's salary.

- **Child Support Amount:** The amount of child support withheld for this pay period, which is being paid to the State Disbursement Unit (SDU).

- **Non-Custodial Parent SSN:** The Social Security number of the non-custodial parent.

- **Non-Custodial Parent Name:** The first and last name of the non-custodial parent who is making the child support payments. The addendum format limits this field to a total of 10 characters. Enter only the first three characters of the first name and the first seven characters of the last name. When the last name is less than seven characters, a comma must be used between the last name and the first name. Note: This field is not case-sensitive.

- **Medical Support Flag:** Indicates whether the employer offers family medical insurance.

- **FIPS (Agency Code):** Federal Information Process Standard (FIPS) code for the SDU receiving the transaction:

  - When including state, country, and local codes, the code is seven characters.

  - When including just state and country, the code is five characters.

  - Employment Termination Flag: Indicates whether the child support enforcement agency should be notified of an employment termination. The default value for this field is No. If the value is Yes, the child support payment amount can be Zero.

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