



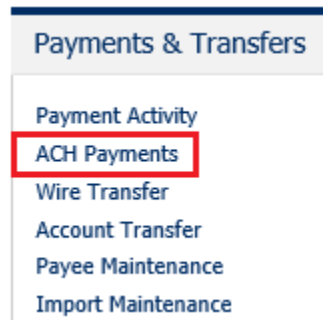
**COMMERCIAL CENTER
ACH Quick Reference Guide**

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Creating an ACH Transfer

To create a new ACH transfer, select Payments & Transfers from the main menu. Then select ACH Payments



Select to use a Free-Form Batch. Select the ACH Company, whether you are sending a credit or debit, and the Batch Type.

ACH Payments

— Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete —

Select Template

Select existing ACH Batch template.

Free-Form Batch

ACH Company:

Debit Credit:

Batch Type:

- Business**
- Customer Initiated Entry (CIE)
- Extended Addenda (CTX)
- Business (CCD)
- Child Support (CCD+DED)
- Individual**
- Customer Initiated Entry (CIE)
- Internet Auth (WEB)
- Payroll (PPD)
- Individual (PPD)

Complete the required fields, Payment Date, Company Entry Description and select the Offset Account if you would like to save this batch as a template to be re-used later, check the box **Save as Template**.

Create Batch

— Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete —

ACH Batch Details

Payment Date

ACH Company **MPB Test**

Batch Type **Payroll (PPD) - Credit Only**

* Offset Account **t (Secondary DDA) - \$317.92 (USD)**

Save as Template

Total Credits **\$0.00 (0)** Total Debits **\$0.00 (0)**

Page Credits **\$0.00 (0)** Page Debits **\$0.00 (0)**

Company Discretionary Data

* Company Entry Description

Notify Me

Pending Actions: Notify via EMAIL
 System Events: Notify via EMAIL
 Complete - Unsuccessful: Notify via EMAIL
 Complete - Successful: Notify via EMAIL
 Early Action Taken: Notify via EMAIL
 Early Action Removed: Notify via EMAIL
 Expired: Notify via EMAIL

Exclude \$0.00/empty items during batch submission

Add the payees you would like to include and the amount you want to pay or collect for each Payee. To create a new payee, select *Create New Payee*. Once you have completed all payment details, select **Request Batch**.

Payees

	Payee	Account	* Amount	Addenda	Remittance + / -
	Test Payee	*1234 (DDA) v	500.00		<input type="checkbox"/> Remittance
	George Washington	*5678 (DDA) v	500.00		<input type="checkbox"/> Remittance
		None Selected v			<input type="checkbox"/> Remittance
		None Selected v			<input type="checkbox"/> Remittance
		None Selected v			<input type="checkbox"/> Remittance
		None Selected v			<input type="checkbox"/> Remittance
		None Selected v			<input type="checkbox"/> Remittance
		None Selected v			<input type="checkbox"/> Remittance
		None Selected v			<input type="checkbox"/> Remittance
		None Selected v			<input type="checkbox"/> Remittance

Add Payees Create New Payee

Request Batch Cancel

Review the details and **Confirm** the batch

Create Batch



ACH Batch

Recurring Frequency One-Time Payment
Batch Type Payroll (PPD) - Credit Only
ACH Company MPB Test
Offset Account *4268 - Demand Deposit (Secondary DDA) - **Mid Penn Bank:** (253170279)
Total Credits \$1,000.00 (2)
Company Entry Description Payroll
Payment Date
Notify Initiator Options Pending Actions: Notify via EMAIL
 System Events: Notify via EMAIL
 Complete - Unsuccessful: Notify via EMAIL
 Complete - Successful: Notify via EMAIL
 Early Action Taken: Notify via EMAIL
 Early Action Removed: Notify via EMAIL
 Expired: Notify via EMAIL

▶ Search Payee Records

Payee	Account	ABA	Amount	Addenda
Prev 1 Next Go to page 1 Showing 1 - 2 of 2 Items to display: 10 20 50				
Test Payee (*2)	*1234 (DDA)	253170279	\$500.00	
George Washington (*3)	*5678 (DDA)	253170279	\$500.00	
Prev 1 Next Go to page 1 Showing 1 - 2 of 2 Items to display: 10 20 50				

Results returned in 0.009 seconds

Once you see that the transaction is completed, select **Return**.

Create Batch

✓ Your transfer request transaction number is ACH-00000751.
Request has been accepted as of Mar 17, 2019 6:14 PM EDT.

— Current Progress — **1** Select — **2** Request — **3** Review — **4** Complete —

ACH Batch

Transaction Number ACH-00000751
Recurring Frequency One-Time Payment
Batch Type Payroll (PPD) - Credit Only
ACH Company MPB Test (111224444)
Offset Account *4268 - Demand Deposit (Secondary DDA) - Mid Penn Bank [253170279]
Total Credits \$1,000.00 (2)
Company Entry Description Payroll
Payment Date 03/19/2019
Notify Initiator Options Pending Actions: Notify via EMAIL
 System Events: Notify via EMAIL
 Complete - Unsuccessful: Notify via EMAIL
 Complete - Successful: Notify via EMAIL
 Early Action Taken: Notify via EMAIL
 Early Action Removed: Notify via EMAIL
 Expired: Notify via EMAIL

▶ Search Payee Records

Payee	Account	ABA	Amount	Addenda
Prev 1 Next Go to page 1 Showing 1 - 2 of 2 Items to display: 10 20 50				
Test Payee (*2)	*1234 (DDA)	253170279	\$500.00	
George Washington (*3)	*5678 (DDA)	253170279	\$500.00	
Prev 1 Next Go to page 1 Showing 1 - 2 of 2 Items to display: 10 20 50				

Results returned in 0.017 seconds

Creating an ACH Transfer from a Template

To create an ACH transfer from a template, select Payments & Transfers from the main menu. Then select ACH Payments. Begin to type in the name of the template in the Select Template tile:

ACH Payments



The screenshot shows two side-by-side panels. The left panel, titled "Select Template", contains the instruction "Select existing ACH Batch template." and a search input field with a magnifying glass icon. A blue search bar is overlaid on the input field, containing the text "Test". The right panel, titled "Free-Form Batch", contains two dropdown menus: "ACH Company" with "MPB Test" selected, and "Debit Credit" which is currently empty.

Edit the Payment Date, Offset Account, Company Entry Description and amounts if necessary and select **Request Batch**

Create Batch

— Current Progress — **1** Select — **2** Request — **3** Review — **4** Complete —

ACH Batch Details

Payment Date	03/19/2019	Company Discretionary Data	
ACH Company	MPB Test	* Company Entry Description	Payroll
Batch Type	Payroll (PPD) - Credit Only	 Notify Me	Pending Actions: Notify via EMAIL System Events: Notify via EMAIL Complete - Unsuccessful: Notify via EMAIL Complete - Successful: Notify via EMAIL Early Action Taken: Notify via EMAIL Early Action Removed: Notify via EMAIL Expired: Notify via EMAIL
* Offset Account	*1086 - Demand Deposit (Main DDA)	Recurring Options	None Selected
Template Name	Test	<input type="checkbox"/> Exclude \$0.00/empty items during batch submission	
Total Credits	\$65.00 (3)	Total Debits	\$0.00 (0)
Page Credits	\$65.00 (3)	Page Debits	\$0.00 (0)

Search Payee Records

Exclude +/-	Payee	Account	Amount	Addenda	Remittance +/-
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Go to page **1** Showing 1 - 3 of 3
 Items to display:

Results returned in 0.018 seconds

Additional Payees

View and Approve ACH Transfers

To view or approve ACH transfers, select **Payment Activity** and then **Future Payments**. Click on the link to view the details of the transfer. Please note that if you have initiated the ACH you cannot also approve it.

Payments & Transfers

- Payment Activity
- Current Activity
- Future Payments**
- Payment History
- Recurring Transfers

ACH Payments

- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Tax Payments
- Positive Pay

Future payments are shown for 90 days

Payment Activity : Future Payments

◀ ▶ Mar 18 — 22 2019
month week

Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22
	ACH-00000751			

Click **View** to view the details and **Approve** to approve the ACH transfer. It is possible to **Edit** from this page; however, the transfer will have to approved by another user.

Prev 1 2 Next Go to page 1 Showing 1 - 10 of 13 Items to display: 10 20 50

+ / - Approve Release Approve And Release

☑	<div style="display: flex; justify-content: space-between;"> ACH-00000751 \$1,000.00 </div>	View Approve Edit Cancel
<p>Payment Date / Processing Date: 03/19/2019 - 03/18/2019</p> <p>Initiator: Test User</p>		

View Payment:

View Payment ✕

ACH Batch Details

Transaction Number ACH-00000751
Import File Name
Import Batch ID
Recurring Frequency One-Time Payment
Total Credits \$1,000.00 (2)
ACH Company - MPB Test (111224444)
Batch Type Payroll (PPD) - Credit Only
Offset Account *4268 - Demand Deposit (Secondary DDA) - Mid Penn Bank (253170279)
Company Entry Description Payroll
Notify Initiator Options Pending Actions: Notify via EMAIL
 System Events: Notify via EMAIL
 Complete - Unsuccessful: Notify via EMAIL
 Complete - Successful: Notify via EMAIL
 Early Action Taken: Notify via EMAIL
 Early Action Removed: Notify via EMAIL
 Expired: Notify via EMAIL
Payment Creation Date Mar 17, 2019 6:14 PM EDT
Processing Date 03/18/2019
Payment Date 03/19/2019

Search Payee Records

Payee	Account	ABA	Amount	Addenda
[Prev] 1 [Next] Go to page 1 Showing 1 - 2 of 2 Items to display: 10				
	Test Payee (*2)	*1234 (DDA)	253170279	\$500.00
	George Washington (*3)	*5678 (DDA)	253170279	\$500.00
[Prev] 1 [Next] Go to page 1 Showing 1 - 2 of 2 Items to display: 10 <small>Results returned in 0.015 seconds</small>				

Status History

Timestamp	Status	Initiator	Description
Mar 17, 2019 6:14:51 PM EDT	Created	1001 / pshelton (Pamela Shelton)	Batch Created.

✕ Close
🖨 Print
📄 Export

Importing an ACH Transfer

From the Payments & Transfer menu, select **ACH Payments**, then choose **Transaction Import**

The screenshot shows the 'ACH Payments' interface. On the left, a sidebar menu under 'Payments & Transfers' includes 'ACH Payments', 'Create Batch', 'Manage Batch Templates', 'Transaction Import' (highlighted with a red box), 'Wire Transfer', 'Account Transfer', 'Payee Maintenance', 'Import Maintenance', and 'Tax Payments'. The main area is titled 'ACH Payments' and features a progress bar with steps: 1 Select, 2 Request, 3 Review, and 4 Complete. Below the progress bar are two panels: 'Select Template' with a search box and 'Free-Form Batch' with dropdowns for 'ACH Company' (MPB Test) and 'Debit Credit'.

From the import page click on **Select Accounts** and answer the question *'Does your file contain offsets?'*

The screenshot shows the 'NACHA Import Preferences' dialog box for 'HTB Test'. It asks 'Does your file contain offsets?' with radio buttons for 'Yes' (selected) and 'No'. Below, it asks 'What offset accounts should we look for in the file?' and shows an empty 'Accounts' list with the text 'No Items Selected.' and a 'Select Accounts' button (highlighted with a red box). A 'Save' button with a green checkmark is at the bottom left.

Remember to click **SAVE**.

Select the offset account in the file and **OK**

Select Accounts ✕

Filter Accounts

Display all accounts Account Number

Display accounts entitled Account Description

Display accounts not entitled

+ / -	Account Number ^	Type	Account Description	Bank
<div style="display: flex; justify-content: space-between;"> Prev 1 Next Go to page 1 Showing 1 - 3 of 3 Items to display: 50 </div>				
<input type="checkbox"/>	98741234	DEMANDDEPOSIT	Secondary DDA	Mid Penn Bank . (253170279)
<div style="display: flex; justify-content: space-between;"> Prev 1 Next Go to page 1 Showing 1 - 3 of 3 Items to display: 50 </div>				

Results returned in 0.003 seconds

Next, select **Upload** to import the file.

Data Import : ACH Transaction Import

File Maps	Is Active
<i>EDI820 ACH Transfer Import</i>	<input type="button" value="Set as Active"/> <input type="button" value="Upload"/>
<i>ISO20022 ACH Transfer Import</i>	<input type="button" value="Set as Active"/> <input type="button" value="Upload"/>
<i>NACHA ACH Transfer Import</i>	<input type="button" value="Set as Active"/> <input style="border: 2px solid red;" type="button" value="Upload"/>


Select the file from your computer and select **Upload File**

Data Import : ACH Transaction Import

* Select File

Once you receive the message that your file was uploaded successfully, select **OK**

File Load **Successful** Validation

 Mid penn Bank

Transmission Data

Receiving Bank	Mid Penn Bank
Transmitting Company	1001
Transmitting User	TestUser
Received Date/Time	Mar 17, 2019 7:33:17 PM EDT
Data Validation and Processing Service ID	ACHPAYMENTSIMPORT
Upload Method	Web
Status	Complete

Mar 17, 2019 7:33:17 PM EDT Information Skipping fingerprint check
 Mar 17, 2019 7:33:17 PM EDT Information Overridden file mapper specified by user
 Mar 17, 2019 7:33:17 PM EDT Information Using custom file mapper: NachaAchPaymentsImportMapper
 Mar 17, 2019 7:33:17 PM EDT Information ACH File Validation complete
 Mar 17, 2019 7:33:17 PM EDT Information Detected 1 ACH Debits as offset transactions.
 Mar 17, 2019 7:33:17 PM EDT Information Detected 0 ACH Credits as offset transactions.
 Mar 17, 2019 7:33:17 PM EDT Information Total ACH transactions found in file: 7
 Mar 17, 2019 7:33:17 PM EDT Information Created 7 ACH Payments in 1 NACHA-formatted batches
 Mar 17, 2019 7:33:17 PM EDT Information Imported 7 ACH Credits valuing \$46.00
 Mar 17, 2019 7:33:17 PM EDT Information Imported 0 Prenotes
 Mar 17, 2019 7:33:17 PM EDT Information Imported 0 Zero Dollar Transactions
 Mar 17, 2019 7:33:17 PM EDT Information Imported 0 ACH Debits valuing \$0.00
 Mar 17, 2019 7:33:17 PM EDT Information Assigned 1 transaction ID
 Mar 17, 2019 7:33:17 PM EDT Information Number of ACH batches requiring approval: 0
 Mar 17, 2019 7:33:17 PM EDT Information File completed validation

Create an ACH Transfer from Existing Payee

To create an ACH transfer from an existing payee, go to the Payments & Transfers menu and select **Payee Maintenance**

Payments & Transfers

- Payment Activity
- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance**
- Import Maintenance
- Tax Payments
- Positive Pay
- Return to my home page

- Help for this page
- Print this page
- Terms and conditions
- Privacy policy
- Contact us

Payee Maintenance

Search Payees

Display Name Payee ID

Payee Type All Payee Name

Account Number

Show 10 results per page, sorted by Display Name in ascending order, including summary

Display Name ^	Payee ID	Payee Name	Payee Type	
<div style="display: flex; justify-content: space-between;"> Prev 1 Next Go to page 1 Showing 1 - 6 of 6 Items to display: 10 20 50 </div>				
<input type="checkbox"/>	George Washington	*3	George Washington	Individual <input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<input type="checkbox"/>	I W Test	*0002	I W Test	Individual <input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<input type="checkbox"/>	Test Payee	*2	Test Payee	Individual <input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<input type="checkbox"/>	Wire Test	*101	Wire Test	Individual <input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<div style="display: flex; justify-content: space-between;"> Prev 1 Next Go to page 1 Showing 1 - 6 of 6 Items to display: 10 20 50 </div>				

Select Make Payment and choose **Payee** and **ACH Payment**

Display Name ^	Payee ID	Payee Name	Payee Type	
<div style="display: flex; justify-content: space-between;"> Prev 1 Next Go to page 1 Showing 1 - 7 of 7 Items to display: 10 20 50 </div>				
<input type="checkbox"/>	George Washington	*3	George Washington	Individual <input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<input type="checkbox"/>	I W Test	*0002	I W Test	Individual <input type="button" value="Edit"/> <input type="button" value="ACH Payment"/>

Complete the batch information

Create ACH Batch ✕

Select Batch Settings

ACH Company MIPB Test

Payee Accounts *5678 (DDA)

Debit Credit C

Batch Type

Complete the required fields and select **Request Batch**

ACH Batch Details

Payment Date: 03/19/2019

ACH Company: **MPB Test**

Batch Type: **Payroll (PPD) - Credit Only**

* Offset Account:

Save as Template:

Total Credits: Total Debits:

Page Credits: Page Debits:

Company Discretionary Data:

* Company Entry Description:

Notify Me:

Exclude \$0.00/empty items during batch submission:

Pending Actions: Notify via EMAIL
 System Events: Notify via EMAIL
 Complete - Unsuccessful: Notify via EMAIL
 Complete - Successful: Notify via EMAIL
 Early Action Taken: Notify via EMAIL
 Early Action Removed: Notify via EMAIL
 Expired: Notify via EMAIL

Payees

	Payee	Account	* Amount	Addenda	Remittance + / -
<input type="checkbox"/>	<input type="text"/> George Washington	<input type="text"/> *5678 (DDA)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> None Selected	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> None Selected	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> None Selected	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> None Selected	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> None Selected	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> None Selected	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> None Selected	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> None Selected	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> None Selected	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Remittance