

## FirstConnect | Business® ACH Setup, Initiation, and Approval

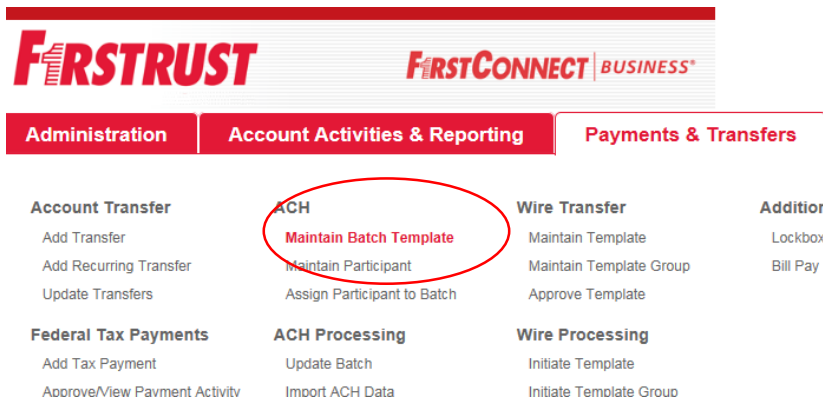
ACH file/batch *setup* requires three (3) steps:

- Create the batch (file), create the participants (receivers), and attach the participants to the batch.
- Batches and participants must be set up initially in order to be able to send the file to the bank
- Once batches and participants are created, they remain in the database until removed or updated.

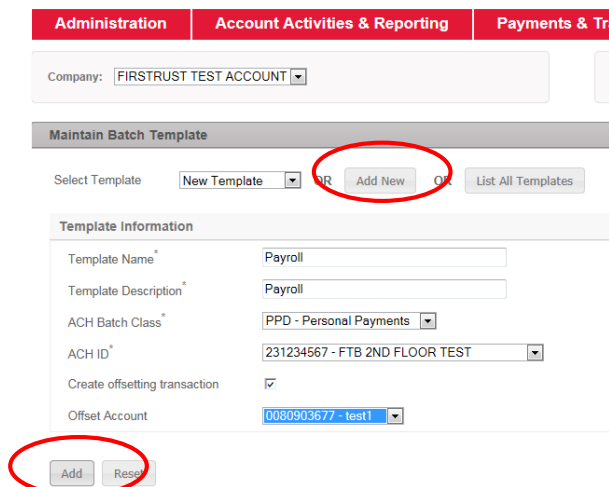
**This process creates the file, but does not initiate the file for processing.**

### ACH Batch and Participant Setup

Login to FirstConnect. From the Payments and Transfers tab, choose Maintain Batch Template.



1. Click Add New.
2. Enter required information.
  - a. The Template Name will appear on the receiver's statement, so it must be description for the receiver
  - b. Template description can be used to further identify the purpose for the Originator of the transaction
3. Where indicated, choose the correct option from the drop down menus. Click Add.



The screenshot shows the 'Maintain Batch Template' form. The 'Company' dropdown is set to 'FIRSTTRUST TEST ACCOUNT'. The 'Add New' button is circled in red. The form fields include:
 

- Template Name: Payroll
- Template Description: Payroll
- ACH Batch Class: PPD - Personal Payments
- ACH ID: 231234567 - FTB 2ND FLOOR TEST
- Create offsetting transaction:
- Offset Account: 0080903677 - test1

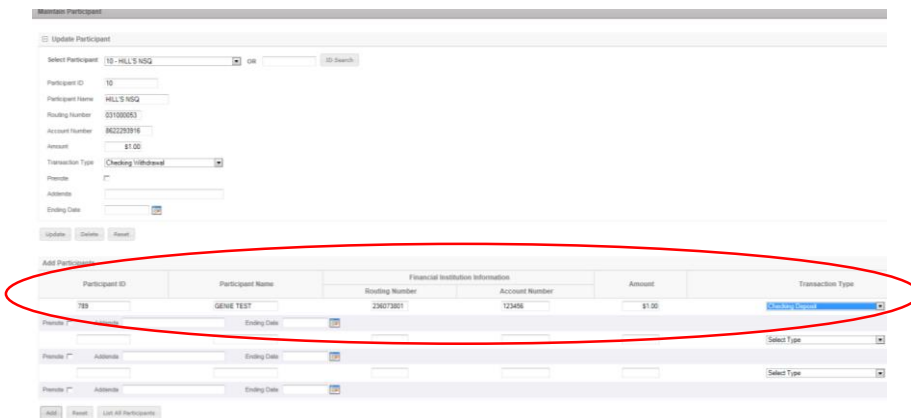
 The 'Add' button at the bottom left is also circled in red.

## Create a Participant

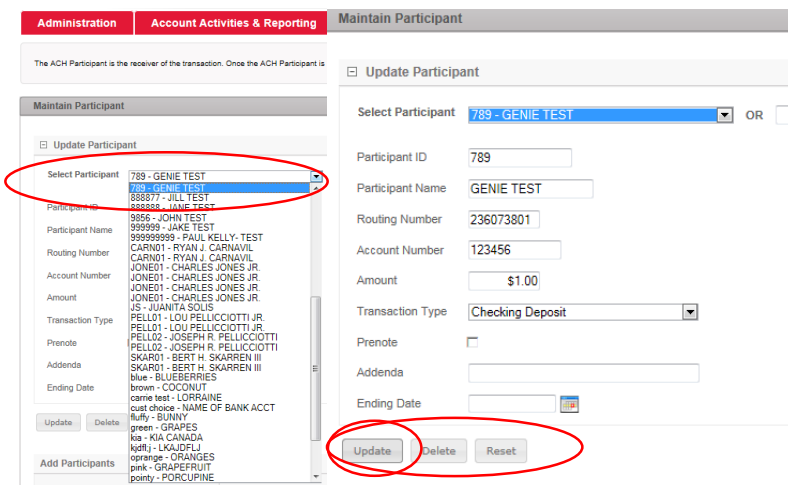
From the Payments and Transfers tab, choose Maintain Participant.



1. Under Add Participants, enter the receiver's data.
2. Click Add.



3. To update an existing Participant at any time, choose it from the dropdown menu, update as needed, and click ADD.



## Assign Participant to a Batch

From the Payments and Transfers tab, choose Assign Participant to Batch.

Administration	Account Activities & Reporting	Payments & Transfers	Online Requests
<b>Account Transfer</b> Add Transfer Add Recurring Transfer Update Transfers	<b>ACH</b> Maintain Batch Template Maintain Participant <b>Assign Participant to Batch</b>	<b>Wire Transfer</b> Maintain Template Maintain Template Group Approve Template	<b>Additional Services</b> Lockbox Bill Pay
<b>Federal Tax Payments</b> Add Tax Payment Approve/View Payment Activity	<b>ACH Processing</b> Update Batch Import ACH Data	<b>Wire Processing</b> Initiate Template Initiate Template Group	

1. Select batch from Template Name dropdown menu.
2. Select the Participants, or check Select All to add all to batch. Each column may be sorted by clicking on the up/down arrow.
3. Click Update.

Select	Participant ID	Participant Name	Receiving Account	Amount	Transaction Type	End Date	Prenot
<input type="checkbox"/>	yellow	BANANAS	1210001	\$3.00	32 - Saving Deposit		No
<input type="checkbox"/>	SKAR01	BERT H. SKARREN III	3780815514	\$869.87	22 - Checking Deposit		No
<input type="checkbox"/>	SKAR01	BERT H. SKARREN III	3780815514	\$869.87	22 - Checking Deposit		No
<input type="checkbox"/>	blue	BLUEBERRIES	1210001	\$1.00	22 - Checking Deposit		No
<input type="checkbox"/>	fluffy	BUNNY	654321	\$1.00	22 - Checking Deposit		No
<input type="checkbox"/>	2331	CARRIE	1212121212	\$0.00	22 - Checking Deposit		No
<input type="checkbox"/>	JONE01	CHARLES JONES JR.	177403	\$794.36	22 - Checking Deposit		No
<input type="checkbox"/>	JONE01	CHARLES JONES JR.	177403	\$794.36	22 - Checking Deposit		No
<input type="checkbox"/>	JONE01	CHARLES JONES JR.	177396	\$30.00	32 - Saving Deposit		No
<input type="checkbox"/>	JONE01	CHARLES JONES JR.	177396	\$30.00	32 - Saving Deposit		No
<input type="checkbox"/>	brown	COCONUT	123456	\$9.00	22 - Checking Deposit		No
<input type="checkbox"/>	789	GENIE TEST	123456	\$1.00	22 - Checking Deposit		No
<input type="checkbox"/>	PELL01	LOU PELLICCIOTTI JR.	300012781725	\$809.77	32 - Saving Deposit		No
<input type="checkbox"/>	cust choice	NAME OF BANK ACCT	123456789	\$1.00	22 - Checking Deposit		No
<input type="checkbox"/>	oprangle	ORANGES	454444	\$6.00	22 - Checking Deposit		No
<input type="checkbox"/>	999999999	PAUL KELLY-TEST	999999999	\$1.00	22 - Checking Deposit		No
<input type="checkbox"/>	tan	PEARS	123456	\$8.00	22 - Checking Deposit		No
<input type="checkbox"/>	prickly	PEARS	654321	\$2.00	22 - Checking Deposit		No

ACH Batches (files) and Participants (receivers) have now been created in the database. Both may be updated as necessary.

**ACH Batches have not been initiated or approved or submitted to the Bank for Processing.**

## Initiate a Batch

Login to FirstConnect. From the Payments and Transfers tab, choose Initiate Batch.

**At this time the End User will be required to enter Tokencode from the RSA token.**

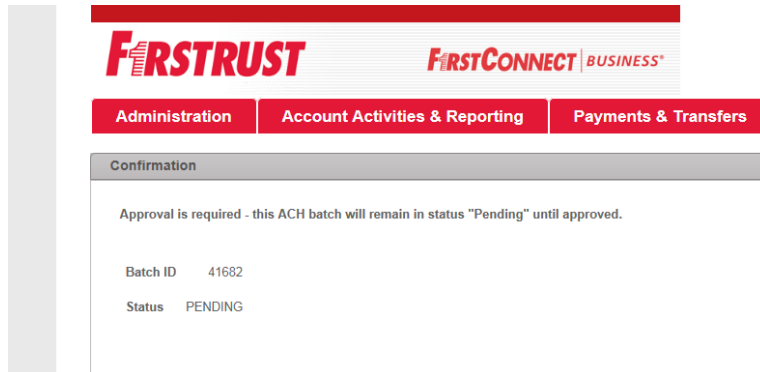
The screenshot shows the FirstConnect Business interface with the 'Payments & Transfers' tab selected. Under the 'ACH Processing' section, the 'Initiate Batch' option is circled in red. Other options include 'Update Batch', 'Import ACH Data', 'Approve/View ACH Activity', 'View ACH Activity', and 'Send ACH File'.

1. Choose the batch from the Template Name list.
2. Verify Data, Participants, and Effective Date\*.
3. Update Participant info (such as dollar amounts) if needed.
4. Click Initiate.

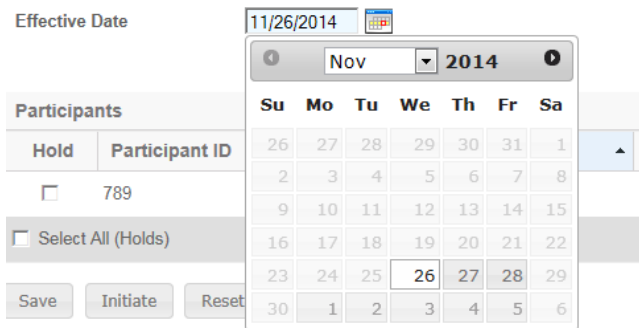
The screenshot shows the 'Initiate ACH Batch' form. The 'Template Name' dropdown is circled in red. A red box labeled 'Verify details' highlights the summary statistics (Total Batch Debits, Credits, Entries, Company, Offset Account, Effective Date). Another red box labeled 'Update participant details if needed.' highlights the 'Participants' table. The 'Initiate' button is also circled in red.

Hold	Participant ID	Participant Name	Rece
<input type="checkbox"/>	789	GENIE TEST	123456

5. Confirmation and notice of batch status is received after initiation.



\*The Effective Date is the date of the intended payment to the receiver. Only eligible pay dates will be available to choose from the Calendar. Note that if you have a Pre-Funded credit file, a hold will be placed on the total dollar amount of the file when the file is sent to Firsttrust for processing. Final Settlement will take place on the Effective Date.



### Approve a Batch

Login to FirstConnect. From the Payments and Transfers tab, choose Initiate Batch.

**At this time the End User will be required to enter Tokencode from the RSA token.**



1. Select the batch from the available initiated batches. Each column may be sorted by clicking the up/down arrow.
2. Review Batch details. Once approved, the file is submitted and may not be available to recall.
3. Click Approve. Batches may also be Deleted or Denied.

Approve/View ACH Activity

Approval Limits	Credit	Debit
Daily Limit	\$50.00	\$50.00
Limit Per Batch	\$50.00	\$50.00
Daily Limit Used	\$ .00	\$ .00

ACH Batches Pending Approval

Select	Status	Batch ID	Date Created	Effective Date	Company	Offset Account	Debit	Credit	Details
<input checked="" type="checkbox"/>	PENDING	41682	11/25/2014 09:30 AM EST	11/26/2014	FIRSTRUST TEST ACCOUNT		\$ .00	\$ .00	
<input type="checkbox"/>	PENDING	39304	09/27/2014 07:47 AM EST	09/30/2014	FIRSTRUST TEST ACCOUNT	0080903677 - test1	\$1.00	\$1.00	
<input type="checkbox"/>	PENDING	38916	09/17/2014 10:41 AM EST	09/18/2014	FIRSTRUST TEST ACCOUNT		\$ .00	\$ .00	
<input type="checkbox"/>	PENDING	38378	09/03/2014 02:20 PM EST	09/04/2014	FIRSTRUST TEST ACCOUNT		\$ .00	\$1.00	
<input type="checkbox"/>	PENDING	38111	08/28/2014 11:54 AM EST	09/12/2014	FIRSTRUST TEST ACCOUNT		\$ .00	\$4.70	
<input type="checkbox"/>	PENDING	36185	07/07/2014 03:41 PM EST	07/09/2014	FIRSTRUST TEST ACCOUNT		\$ .00	\$1.00	
<input type="checkbox"/>	PENDING	36184	07/07/2014 03:40 PM EST	07/08/2014	FIRSTRUST TEST ACCOUNT		\$ .00	\$1.00	
<input type="checkbox"/>	PENDING	34334	05/14/2014 01:19 PM EST	05/16/2014	FIRSTRUST TEST ACCOUNT		\$ .00	\$1.16	
<input type="checkbox"/>	PENDING	33906	05/02/2014 10:48 AM EST	05/05/2014	FIRSTRUST TEST ACCOUNT		\$5.00	\$ .00	
<input type="checkbox"/>	PENDING	33044	04/07/2014 11:34 AM EST	04/08/2014	FIRSTRUST TEST ACCOUNT		\$ .00	\$1.00	
<input type="checkbox"/>	PENDING	32941	04/03/2014 11:39 AM EST	04/04/2014	FIRSTRUST TEST ACCOUNT	0080903677 - test1	\$2.00	\$2.00	
<input type="checkbox"/>	PENDING	32940	04/03/2014 11:35 AM EST	04/04/2014	FIRSTRUST TEST ACCOUNT		\$ .00	\$1.00	

Deny Message

Approve Cancel Deny Reset

4. Click Approve when the confirmation tab appears.

ACH Approval Review

To approve the selected batches for processing, press "Approve". If you would like to cancel, review or change your selection, press "Cancel" to return to the previous screen.

Approve Cancel

Batch ID	Date Created	Effective Date	Company	Offset Account
41682	11/25/2014 09:30 AM EST	11/26/2014	FIRSTRUST TEST ACCOUNT	
39304	09/27/2014 07:47 AM EST	09/30/2014	FIRSTRUST TEST ACCOUNT	0080903677 - test1

To Review ACH activity, Choose View ACH Activity from the Payments and Transfers tab.

Administration Account Activities & Reporting Payments & Tr

Account Transfer	ACH	Wire Transfer
Add Transfer	Maintain Batch Template	Maintain Template
Add Recurring Transfer	Maintain Participant	Maintain Template Group
Update Transfers	Assign Participant to Batch	Approve Template
Federal Tax Payments	ACH Processing	Wire Processing
Add Tax Payment	Update Batch	Initiate Template
Approve/View Payment Activity	Import ACH Data	Initiate Template Group
View Payment Activity	Initiate Batch	Initiate Freeform
	Approve/View ACH Activity	Approve/View Wire Activity
	<b>View ACH Activity</b>	View Wire Activity
	Send ACH File	View Incoming Wire Report

Reports are available for 10 business days.

ACH Activity information is retained for 10 (ten) calendar days.

**ACH Activity**

**ACH Batches Pending Approval**

There is no pending activity currently available.

**Denied ACH Activity**

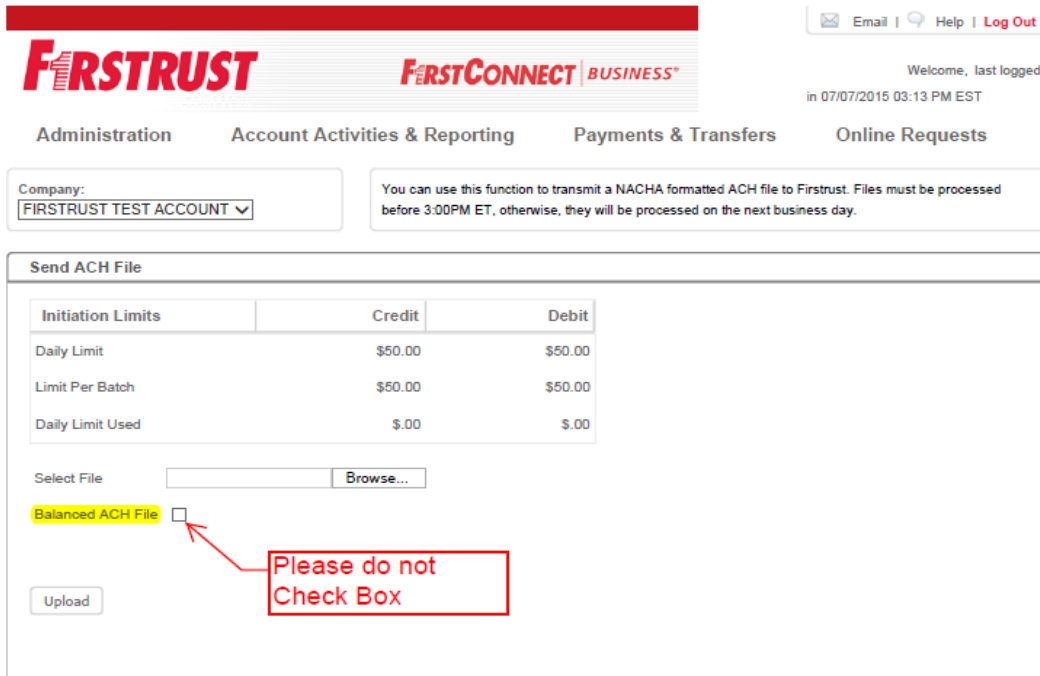
Please access the Re-Present Check page to modify and resubmit the denied RCK batch(es).

**Completed ACH Activity**

Status	Batch ID	Date Initiated/Approved	Effective Date	Company	Offset Account	Debit	Credit	Details
APPROVED	41682	11/25/2014 09:32 AM EST	11/26/2014	FIRSTTRUST TEST ACCOUNT		\$ 00	\$1.00	

**Tips for Non-Balanced Files**

**Send ACH File**



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Company: **FIRSTTRUST TEST ACCOUNT**

You can use this function to transmit a NACHA formatted ACH file to Firsttrust. Files must be processed before 3:00PM ET, otherwise, they will be processed on the next business day.

Initiation Limits	Credit	Debit
Daily Limit	\$50.00	\$50.00
Limit Per Batch	\$50.00	\$50.00
Daily Limit Used	\$ 00	\$ 00


Select File

**Balanced ACH File**

**Please do not Check Box**

## Maintain Batch Template

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Company:  
FIRSTTRUST TEST ACCOUNT ▾

Use this screen to set up your individual batches. Please make sure that the correct offset account is designated. Batches submitted after cutoff time will be processed the next business day.

### Maintain Batch Template

Select Template   **New Template** ▾   OR   Add New   OR   List All Templates

**Template Information**

Template Name *	<input type="text"/>
Template Description *	<input type="text"/>
ACH Batch Class *	CCD - Corporate Payments ▾
ACH ID *	Please Select ▾
Create offsetting transaction	<input type="checkbox"/>
Offset Account	Please Select ▾

**Please do not Check Box**