



ACH

User Guide

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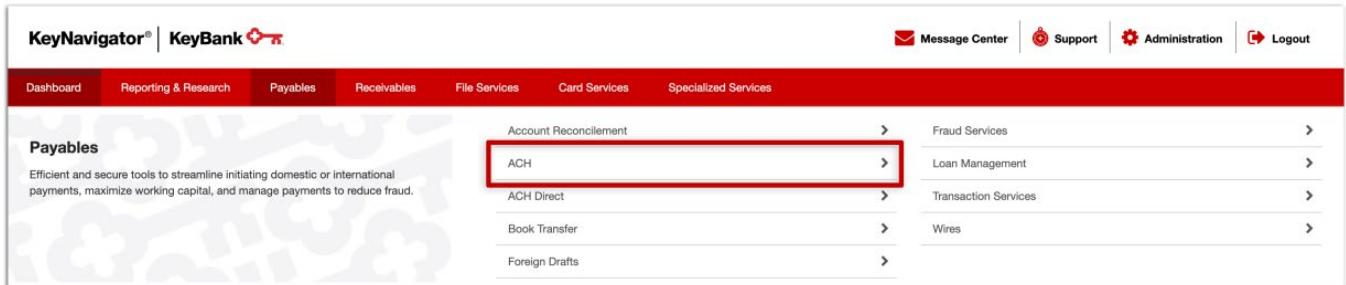
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1. KeyNavigator ACH

KeyNavigator's ACH service enables authorized users to initiate electronic debit and credit transactions. You can either create these transactions manually or import transaction information into the ACH module. Our easy to use templates allow you to create, store, and approve payments easily for payment types including payroll, tax and vendor payments. If you have proprietary software capable of creating compatible ACH files, you can upload the file directly into the KeyNavigator.

- From the **Business & Institutions** tab of www.key.com, log into **KeyNavigator**.
- Choose the **Payables** section of KeyNavigator and select **ACH**.

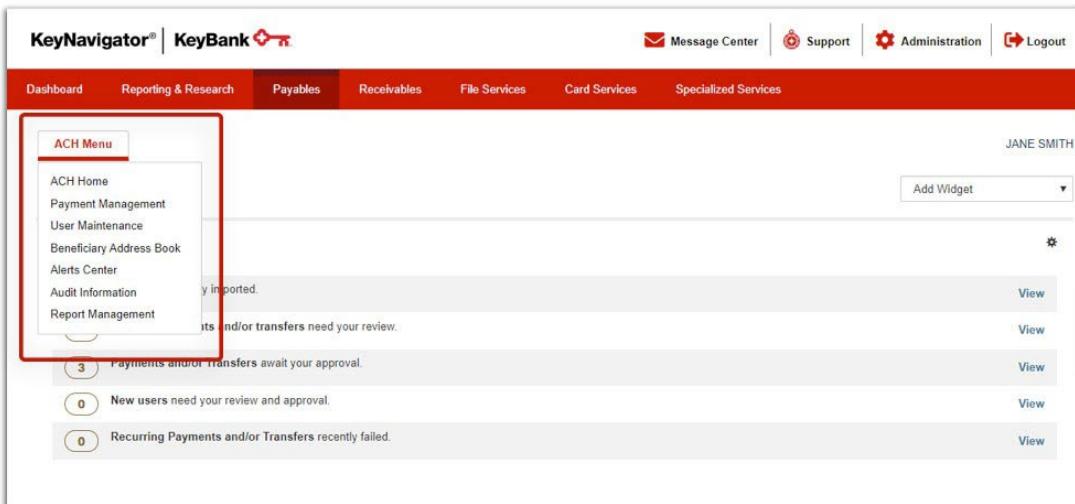


The screenshot shows the KeyNavigator Payables menu. The 'Payables' tab is selected. Under 'Payables', there is a sub-menu with the following options: Account Reconcilement, ACH (which is highlighted with a red box), ACH Direct, Book Transfer, and Foreign Drafts. To the right of this sub-menu, there are links to Fraud Services, Loan Management, Transaction Services, and Wires.

1.1 ACH Home

From the ACH Home page, you are able to customize your personal experience and navigate to any other function using the menus.

- Click on the **ACH Menu** to navigate to other ACH functions.



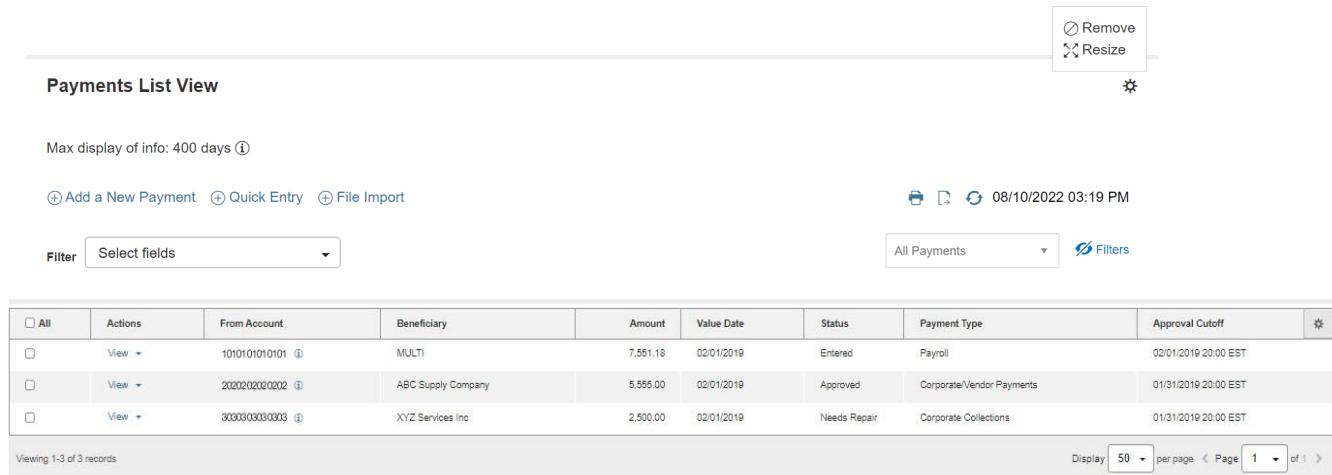
The screenshot shows the ACH Home page. On the left, there is a sidebar titled 'ACH Menu' with the following options: ACH Home, Payment Management, User Maintenance, Beneficiary Address Book, Alerts Center, Audit Information, and Report Management. The 'ACH Home' option is also highlighted with a red box. The main content area displays several status widgets: '3 Payments and/or Transfers await your approval.', '0 New users need your review and approval.', and '0 Recurring Payments and/or Transfers recently failed.' Each widget has a 'View' button to its right. At the top right of the page, there is a user profile for 'JANE SMITH' and a 'Logout' button. The top navigation bar includes links for Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services, along with links for Message Center, Support, Administration, and Logout.

- Add additional widgets by clicking on the **Add Widget** drop down. From here, you can add as many widgets as you like to facilitate your business. Please note: newly added widgets are added to the bottom of the widget listing.



The screenshot shows the ACH Home page. In the Notifications section, there are several items listed with icons: 6 Files, 4 Recurring Payments, 2 New users, 0 Rejected payments, 9 Payments, and 22 Payment Templates. Each item has a 'View' button to its right. Above the Notifications section is a 'Last Login: 08/10/2022 02:12 PM' message. To the right of the Notifications section is a dropdown menu titled 'Add Widget' with a list of options: Add Widget, Add Counter, Audit Information, Beneficiary Address Book, Download, File Import History, Import Map, Notifications, Payments List View, Recurring Payment Exceptions, Reports Management, Template List View, and User Maintenance. Each option has a 'View' button to its right.

- Click and drag any of the widgets to your desired order
- Click the gear icon and choose **resize** to show the widgets side-by-side. You may also **delete** widgets from here as well.



The screenshot shows the Payments List View page. At the top, there is a message 'Max display of info: 400 days' with a help icon. Below that are buttons for 'Add a New Payment', 'Quick Entry', and 'File Import'. To the right is a timestamp '08/10/2022 03:19 PM'. Below these are 'Filter' and 'Select fields' dropdowns, and 'All Payments' and 'Filters' buttons. The main area is a table with columns: All, Actions, From Account, Beneficiary, Amount, Value Date, Status, Payment Type, and Approval Cutoff. The table contains three records:

All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff
<input type="checkbox"/>	View	1010101010101	MULTI	7,551.18	02/01/2019	Entered	Payroll	02/01/2019 20:00 EST
<input type="checkbox"/>	View	2020202020202	ABC Supply Company	5,555.00	02/01/2019	Approved	Corporate/Vendor Payments	01/31/2019 20:00 EST
<input type="checkbox"/>	View	3030303030303	XYZ Services Inc	2,500.00	02/01/2019	Needs Repair	Corporate Collections	01/31/2019 20:00 EST

At the bottom left is a message 'Viewing 1-3 of 3 records'. At the bottom right are buttons for 'Display 50 per page', 'Page 1 of 1', and a 'Print' icon.

1.2 Notifications

- From the Notifications section, you may view additional information on recurring and rejected payments, payments and templates needing approval, and imported files.

ACH Home

Add Widget

Notifications

0 Files were recently imported. [View](#)

0 Rejected payments and/or transfers need your review. [View](#)

3 Payments and/or Transfers await your approval. [View](#)

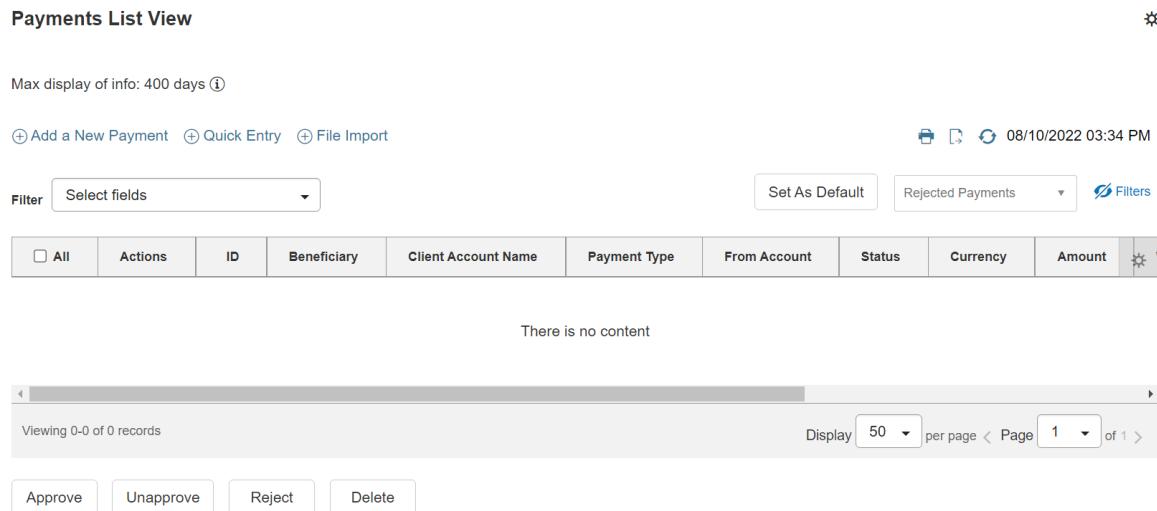
0 New users need your review and approval. [View](#)

0 Payment and Template Background being processed. [View](#)

2. Payments

2.1 Payments List View

The **Payments List View** widget can be reached via ACH Home or the Payment Management section from the ACH Menu. You will find many options for managing your payments and customizing your payment list views.



Within the Payments List View widget, the default view is 'Upcoming Payments' which will display all ACH payments, in all statuses. The other View options available include:

- All Payments (Default)
- Approval Window Passed
- Approved Payments
- Future Dated Payments
- Imported Payments
- My Payments
- Payments needing Repair
- Payments Requiring Approval
- Payments Requiring My Approval
- Possible Duplicate Payments
- Rejected Payments
- Two Week Look Back
- Upcoming Payments

To change your default view, click the dropdown menu, select your desired view then, click **Set As Default** button.

Payments List View

Max display of info: 31 days ⓘ

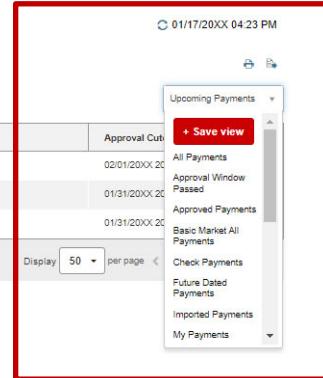
[Add a New Payment](#) [Quick Entry](#) [File Import](#)

Filter [Select fields](#)

<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cut
<input type="checkbox"/>	View ⓘ	303030303030303	MULTI	7,551.18	02/01/20XX	Entered	Payroll	02/01/20XX 20
<input type="checkbox"/>	View ⓘ	4040404040404	ABC Supply Company	5,555.00	02/01/20XX	Approved	Corporate/Vendor Payments	01/31/20XX 20
<input type="checkbox"/>	View ⓘ	5050505050505	XYZ Services Inc	2,500.00	02/01/20XX	Needs Repair	Corporate Collections	01/31/20XX 20

Viewing 1-3 of 3 records

[Approve](#) [Unapprove](#) [Reject](#) [Delete](#)



You can also manage the fields within the **Payments List View** widget:

- Click on the **gear icon** after the last column header, click the checkboxes to select which columns that you want to see in each view. Click **Update**.
- Once the add columns window is closed, you can drag and drop your selected columns in the list to change their order. You may need to use the scroll bar at the bottom of the widget to see additional columns.
- Select **Save View** in the view dropdown to save your configuration. You will also choose to name this view before saving.
- You may save this new view as your default view by clicking the **Set As Default** button.

Along the bottom of the Payments List View widget are action buttons that allow you to Approve, Unapprove, Reject or Delete ACH payments shown in your list. The buttons you see are dependent on your role/access. At the top of the widget, here are additional links that allow you to go to other functions including Add a New Payment and Quick Entry.

Payments List View

Max display of info: 31 days ⓘ

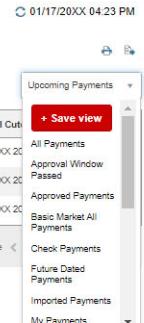
[Add a New Payment](#) [Quick Entry](#) [File Import](#)

Filter [Select fields](#)

<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cut
<input type="checkbox"/>	View ⓘ	303030303030303	MULTI	7,551.18	02/01/20XX	Entered	Payroll	02/01/20XX 20
<input type="checkbox"/>	View ⓘ	4040404040404	ABC Supply Company	5,555.00	02/01/20XX	Approved	Corporate/Vendor Payments	01/31/20XX 20
<input type="checkbox"/>	View ⓘ	5050505050505	XYZ Services Inc	2,500.00	02/01/20XX	Needs Repair	Corporate Collections	01/31/20XX 20

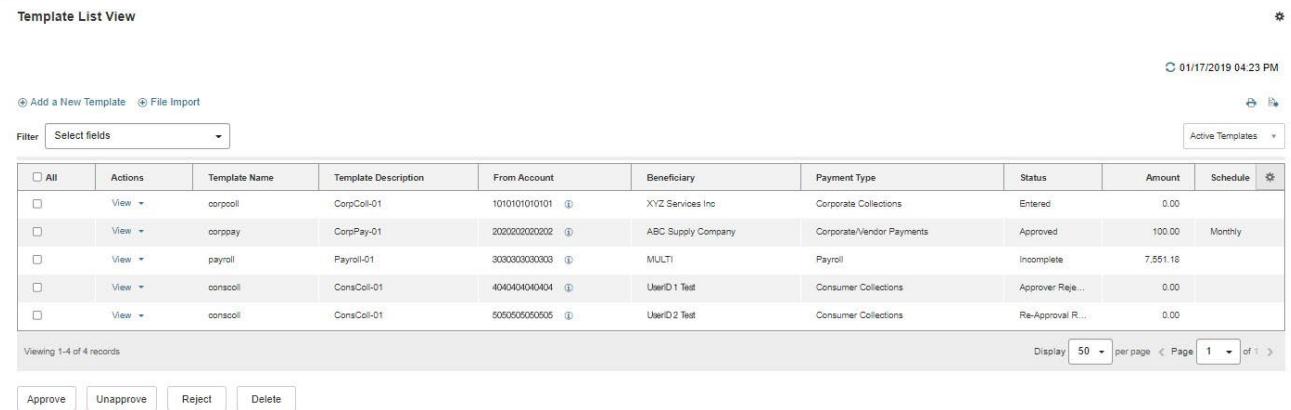
Viewing 1-3 of 3 records

[Approve](#) [Unapprove](#) [Reject](#) [Delete](#)



2.2 Template List View

The **Template List View** widget can be reached via ACH Home or the Payment Management section from the ACH Menu. You will find many options for managing your templates and customizing your template list views.



Template List View

01/17/2019 04:23 PM

Add a New Template File Import

Filter Select fields Active Templates

All	Actions	Template Name	Template Description	From Account	Beneficiary	Payment Type	Status	Amount	Schedule	
<input type="checkbox"/>	View	corpcoll	CorpColl-01	1010101010101	XYZ Services Inc	Corporate Collections	Entered	0.00		
<input type="checkbox"/>	View	corppay	CorpPay-01	2020202020202	ABC Supply Company	Corporate/Vendor Payments	Approved	100.00	Monthly	
<input type="checkbox"/>	View	payroll	Payroll-01	3030303030303	MULTI	Payroll	Incomplete	7,551.18		
<input type="checkbox"/>	View	conscoll	ConsColl-01	4040404040404	UserID 1 Test	Consumer Collections	Approver Reje...	0.00		
<input type="checkbox"/>	View	conscoll	ConsColl-01	5050505050505	UserID 2 Test	Consumer Collections	Re-Approval R...	0.00		

Viewing 1-4 of 4 records

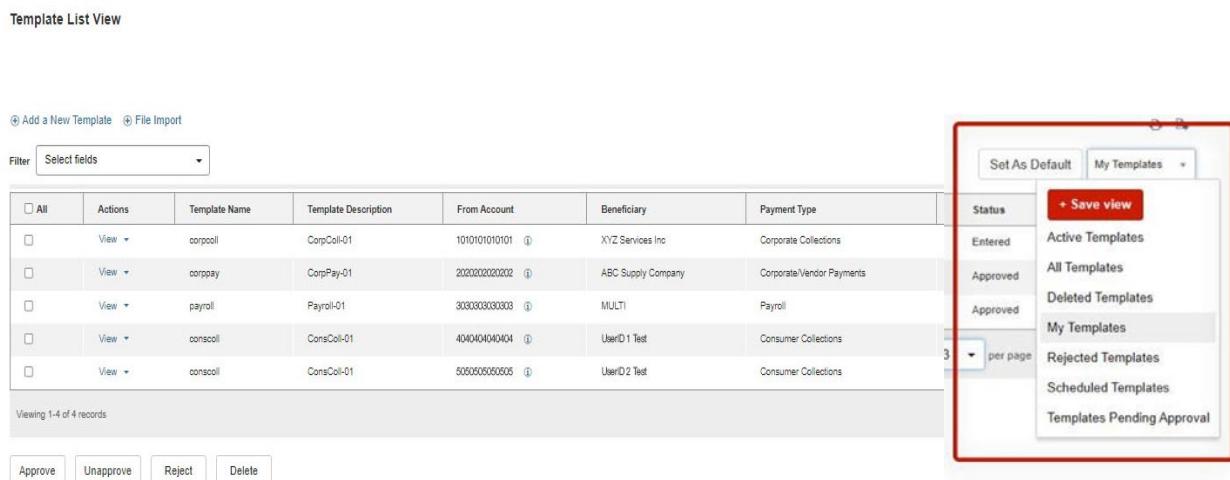
Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete

Within the Template List View widget, the default view is 'Active Templates' which will display all active and approved templates. The other View options available include:

- All Templates
- Deleted Templates
- My Templates
- Rejected Templates
- Scheduled Templates
- Templates Pending Approval

To change your default view, click the dropdown menu, select your desired view then, click **Set As Default** button.



Template List View

Add a New Template File Import

Filter Select fields

All	Actions	Template Name	Template Description	From Account	Beneficiary	Payment Type	Status	
<input type="checkbox"/>	View	corpcoll	CorpColl-01	1010101010101	XYZ Services Inc	Corporate Collections	Entered	
<input type="checkbox"/>	View	corppay	CorpPay-01	2020202020202	ABC Supply Company	Corporate/Vendor Payments	Approved	
<input type="checkbox"/>	View	payroll	Payroll-01	3030303030303	MULTI	Payroll	Incomplete	
<input type="checkbox"/>	View	conscoll	ConsColl-01	4040404040404	UserID 1 Test	Consumer Collections	Approver Reje...	
<input type="checkbox"/>	View	conscoll	ConsColl-01	5050505050505	UserID 2 Test	Consumer Collections	Re-Approval R...	

Viewing 1-4 of 4 records

Approve Unapprove Reject Delete

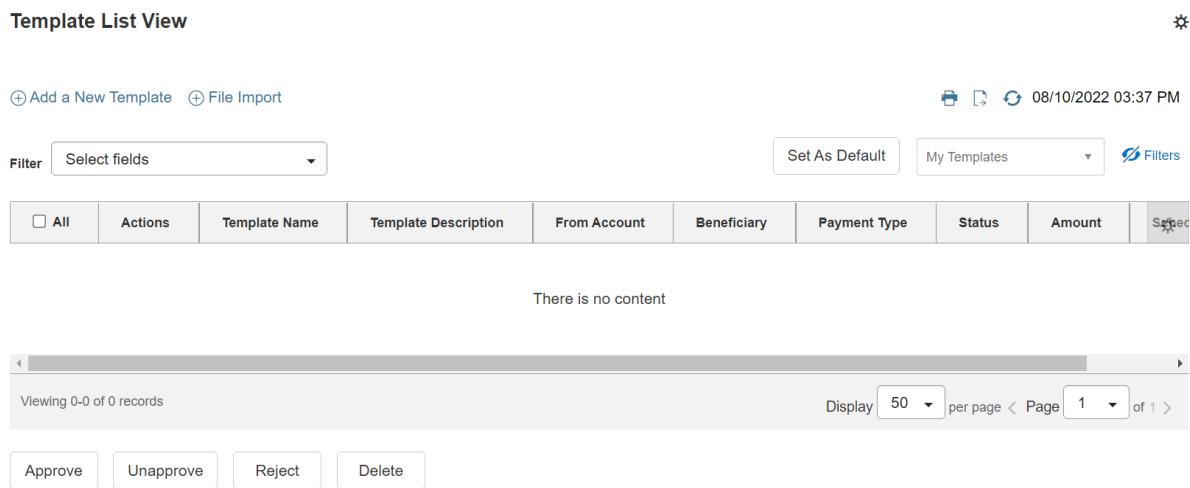
Set As Default My Templates

- Active Templates
- All Templates
- Deleted Templates
- My Templates
- Rejected Templates
- Scheduled Templates
- Templates Pending Approval

You can also manage the fields within the **Template List View** widget:

- Click on the **gear icon** after the last column header, click the checkboxes to select which columns that you want to see in each view. Click **Update**.
- Once the add columns window is closed, you can drag and drop your selected columns in the list to change their order. You may need to use the scroll bar at the bottom of the widget to see additional columns.
- Select **Save View** in the view dropdown to save your configuration. You will also choose to name this view before saving.
- You may save this new view as your default view by clicking the **Set As Default** button.

Along the bottom of the Template List View widget are action buttons that allow you to Approve, Unapprove, Reject or Delete ACH templates shown in your list. The buttons you see are dependent on your role/access. At the top of the widget, here are additional links that allow you to go to other functions including Add a New Template and File Import.



The screenshot shows the 'Template List View' interface. At the top, there are buttons for 'Add a New Template' and 'File Import'. On the right, there are icons for printing, copying, and sharing, along with the date '08/10/2022 03:37 PM'. Below these are 'Filter' and 'Select fields' dropdowns, a 'Set As Default' button, a 'My Templates' dropdown, and a 'Filters' button. A toolbar below these includes buttons for 'All', 'Actions', 'Template Name', 'Template Description', 'From Account', 'Beneficiary', 'Payment Type', 'Status', 'Amount', and 'Select'. A message 'There is no content' is displayed. At the bottom, a message 'Viewing 0-0 of 0 records' is shown, along with a 'Display' dropdown set to '50', a 'per page' dropdown, a 'Page' dropdown set to '1', and a 'of 1' indicator. Action buttons at the bottom include 'Approve', 'Unapprove', 'Reject', and 'Delete'.

2.3 Create a Payment

- To create an ACH payment, select the **Add a New Payment** link at the top on the top of the Payments List View widget.



KeyNavigator® ACH User Guide

Payments List View

Max display of info: 31 days ⓘ

Add a New Payment Quick Entry File Import

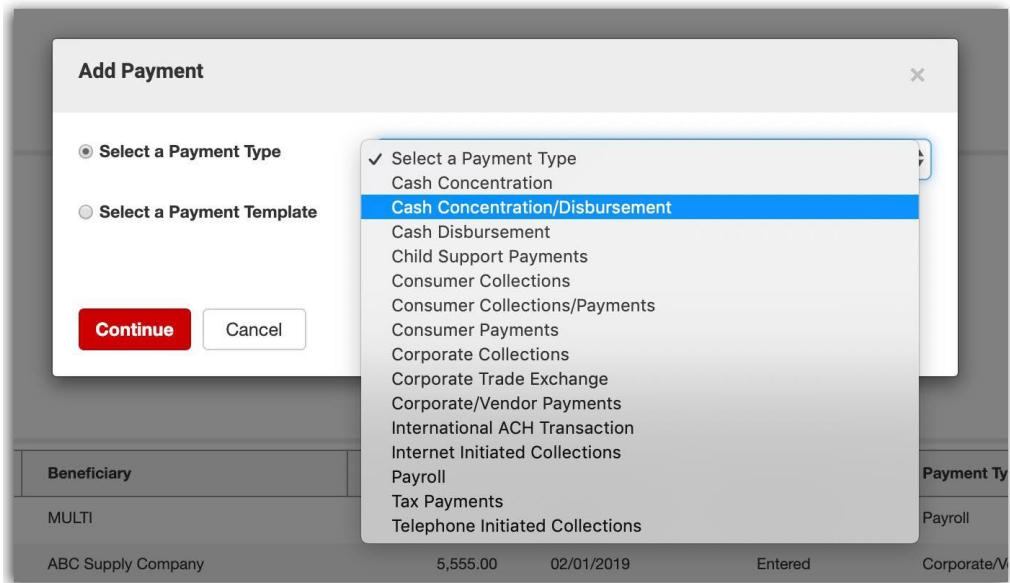
Filter

<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval
<input type="checkbox"/>	View ▾	30003003003003 ⓘ	MULTI	7,551.18	02/01/20XX	Entered	Payroll	02/01/20X
<input type="checkbox"/>	View ▾	404040404040404 ⓘ	ABC Supply Company	5,555.00	02/01/20XX	Approved	Corporate/Vendor Payments	01/31/20X
<input type="checkbox"/>	View ▾	5060505050505 ⓘ	XYZ Services Inc	2,500.00	02/01/20XX	Needs Repair	Corporate Collections	01/31/20X

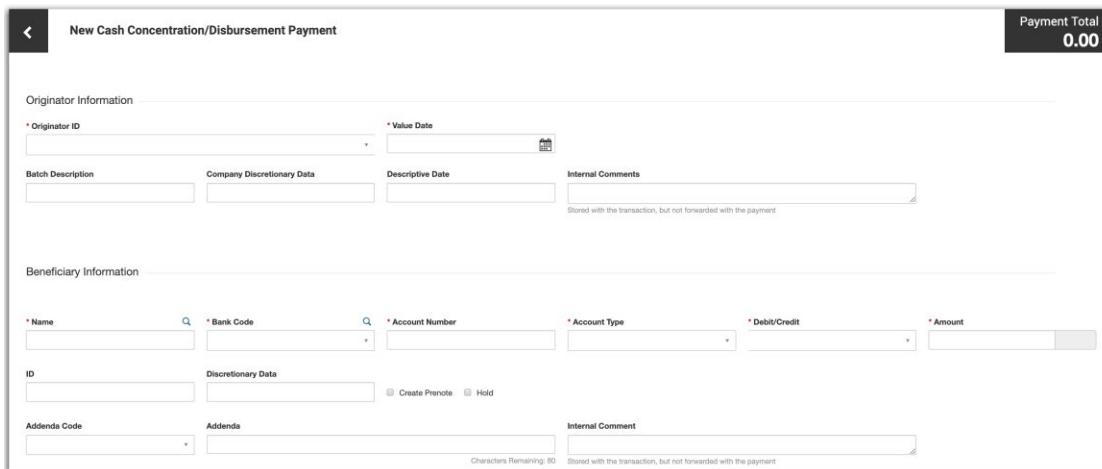
Viewing 1-3 of 3 records

Display per page

- From the **Add a Payment** screen, select your **Payment Type** from the drop down box.

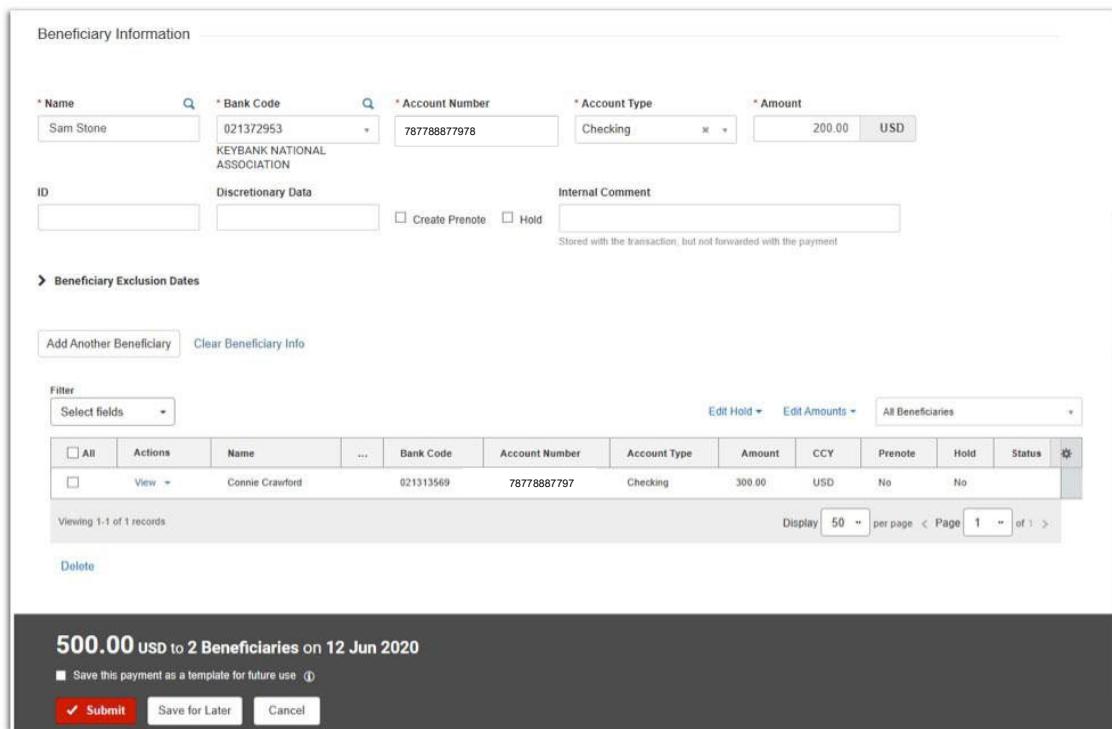


- The **Payment Type** selected will determine the information you need to complete in the next section. In the example below, Cash Concentration / Disbursement has been selected. Once you select your Payment Type, click **Continue**.
- Required information is indicated with a red asterisk. The **Value Date** (a.k.a. the effective date) is the date the payment will credit or debit the beneficiary; the payment may be sent for processing a day in advance. Use optional fields such as **Batch Description**, **Descriptive Date**, **Company Discretionary Data** or **Internal Comments** for your reference.



The screenshot shows the 'New Cash Concentration/Disbursement Payment' form. At the top right, it displays 'Payment Total 0.00'. The form is divided into two main sections: 'Originator Information' and 'Beneficiary Information'. The 'Originator Information' section includes fields for 'Originator ID' (marked with an asterisk) and 'Value Date'. Below these are 'Batch Description', 'Company Discretionary Data', 'Descriptive Date', and 'Internal Comments' fields. A note states: 'Stored with the transaction, but not forwarded with the payment.' The 'Beneficiary Information' section includes fields for 'Name', 'Bank Code', 'Account Number', 'Account Type', 'Debit/Credit', and 'Amount' (marked with an asterisk). Below these are 'ID', 'Discretionary Data', and checkboxes for 'Create Prenote' and 'Hold'. At the bottom, there are 'Addenda Code', 'Addenda', and 'Internal Comment' fields, with a note: 'Characters Remaining: 80' and 'Stored with the transaction, but not forwarded with the payment'.

- Complete the **Beneficiary Section** with the information required, including: Payee Name, Account Number and Bank Code (or ABA, Swift or Routing Number).
- Based on payment type, **Addenda** can be added using a field that will count characters and provide the number remaining characters available.
- Continue to add beneficiaries until your payment is complete.



Beneficiary Information

Name	Bank Code	Account Number	Account Type	Amount																										
Sam Stone	021372953	787788877978 KEYBANK NATIONAL ASSOCIATION	Checking	200.00 USD																										
ID	Discretionary Data	<input type="checkbox"/> Create Prenote <input type="checkbox"/> Hold <small>Stored with the transaction, but not forwarded with the payment</small>																												
<input type="checkbox"/> Beneficiary Exclusion Dates Add Another Beneficiary Clear Beneficiary Info																														
Filter: Select fields Edit Hold Edit Amounts All Beneficiaries <table border="1"> <thead> <tr> <th>All</th> <th>Actions</th> <th>Name</th> <th>...</th> <th>Bank Code</th> <th>Account Number</th> <th>Account Type</th> <th>Amount</th> <th>CCY</th> <th>Prenote</th> <th>Hold</th> <th>Status</th> <th>...</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>View</td> <td>Connie Crawford</td> <td></td> <td>021313569</td> <td>78778887797</td> <td>Checking</td> <td>300.00</td> <td>USD</td> <td>No</td> <td>No</td> <td>No</td> <td>Edit</td> </tr> </tbody> </table> <p>Viewing 1-1 of 1 records Display 50 per page < Page 1 of 1 ></p> <p>Delete</p>					All	Actions	Name	...	Bank Code	Account Number	Account Type	Amount	CCY	Prenote	Hold	Status	...	<input type="checkbox"/>	View	Connie Crawford		021313569	78778887797	Checking	300.00	USD	No	No	No	Edit
All	Actions	Name	...	Bank Code	Account Number	Account Type	Amount	CCY	Prenote	Hold	Status	...																		
<input type="checkbox"/>	View	Connie Crawford		021313569	78778887797	Checking	300.00	USD	No	No	No	Edit																		
500.00 USD to 2 Beneficiaries on 12 Jun 2020																														
<input type="checkbox"/> Save this payment as a template for future use (i)																														
<input checked="" type="button"/> Submit <input type="button"/> Save for Later <input type="button"/> Cancel																														

- When payment entry details are complete, click the **Submit** button and a confirmation window will be displayed. You may also choose Save for Later or Cancel.

➤ Tip: Choose the “save the payment as a template for future use” to create a template with the information you just entered.

- Use Quick Entry to utilize a template with one beneficiary and need to make a payment

The **Payment Approval** process is setup by your administrator. Certain payments may require multiple approvals by multiple users before being considered complete.

Payments List View

✓ 1 Payment Approved
 ID: 47
 To: Multiple Beneficiaries
 From: ACME WIDGETS CO INC 1212 1212121212121212
 Amount 500.00 USD
 Value Date: 06/12/2020
 Payment Type: Payroll

Max display of info: 400 days ⓘ 05/19/2020 02:03 PM

⊕ Add a New Payment ⊕ Quick Entry ⊕ File Import

Filter Select fields All Payments

<input type="checkbox"/> All	Actions	ID	Beneficiary	Payment Type	From Account	Status	Am...	Value Date	Credit / Debit Indic...	⚙
<input type="checkbox"/>	View ▾	47	MULTI	Payroll	78778887797	Approved	500.00	06/12/2020	Credit	⊕
<input type="checkbox"/>	View ▾	46	MULTI	Payroll	78778887797	Entered	300.00	06/05/2020	Credit	⊕
<input type="checkbox"/>	View ▾	10	MULTI	Corporate/Vendor Payments	78778887797	Approved	90.00	05/29/2020	Credit	⊕

Viewing 1-3 of 13 records Display 3 per page ◀ Page 1 of 5 ▶

Approve Unapprove Reject Delete

- After your payment has been fully approved you will see a **Confirmation** box above the Payments List View widget, and the **Status** will change to **Approved**.

2.5 Create a Template

- To create an ACH template, select the **Add a New Template** link at the top on the top of the Template List View widget.

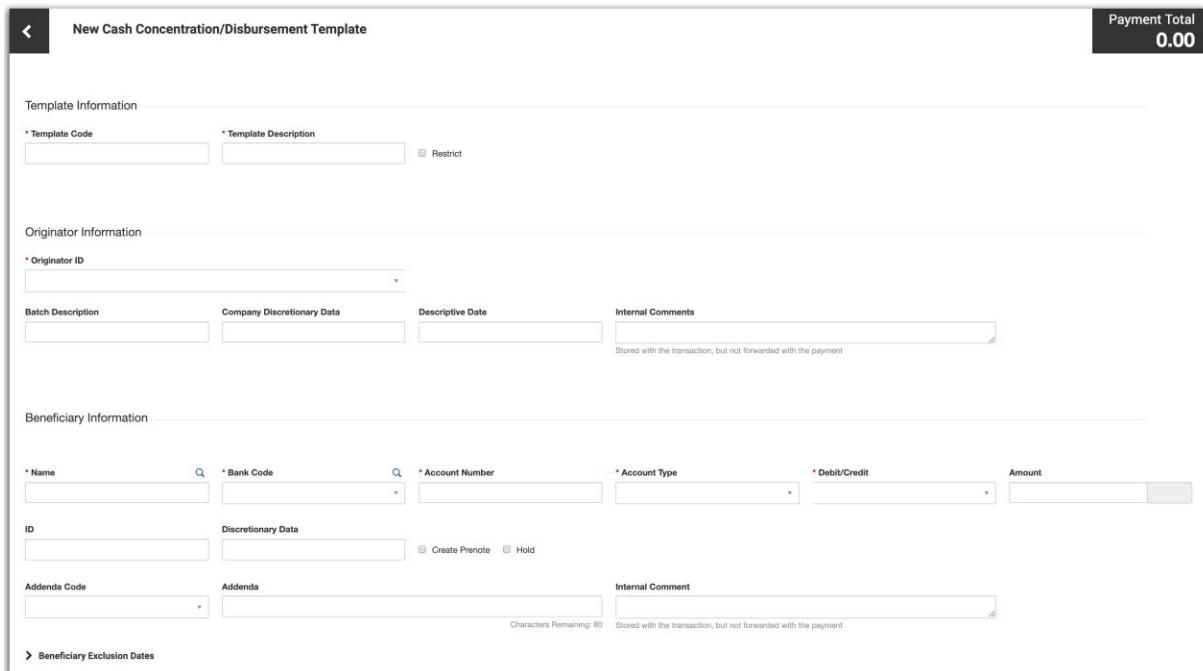
- From the **Add Template** screen, select your **Template Type** from the drop down box.

Add Template

Template Type

- Select A Template Type
- Cash Concentration
- Cash Concentration/Disbursement
- Cash Disbursement
- Child Support Payments
- Consumer Collections
- Consumer Collections/Payments
- Consumer Payments
- Corporate Collections
- Corporate Trade Exchange
- Corporate/Vendor Payments
- International ACH Transaction
- Internet Initiated Collections
- Payroll
- Tax Payments
- Telephone Initiated Collections

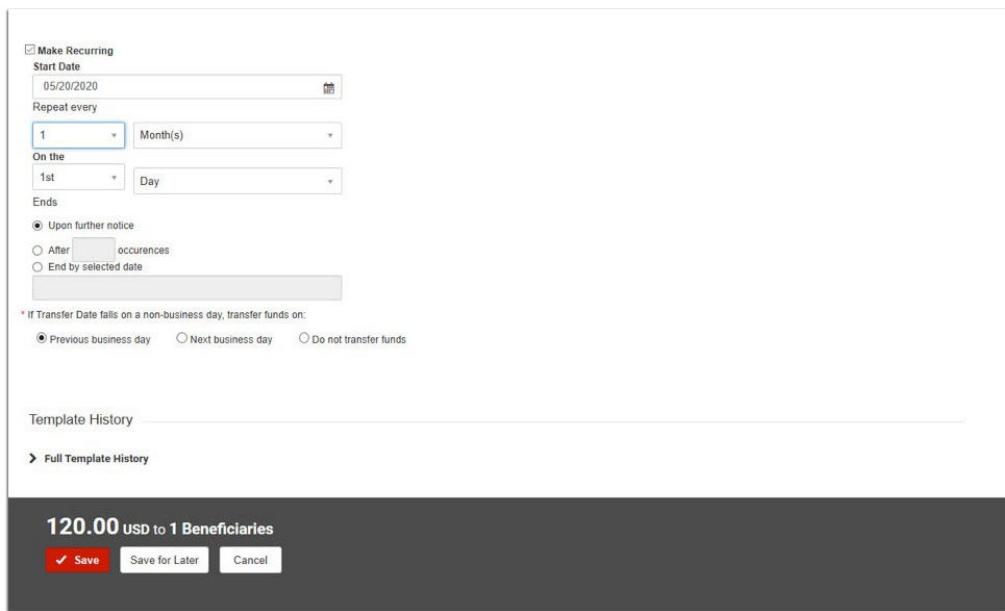
- The **Template Type** selected will determine the information you need to complete in the next section. In the example below, Cash Concentration / Disbursement has been selected. Once you select your Payment Type, click **Continue**.
- Required information is indicated with a red asterisk. Use optional fields such as **Batch Description**, **Descriptive Date**, **Company Discretionary Data** or **Internal Comments** for your reference.



- Complete the **Beneficiary Section** with the information required, including: Payee Name, Account Number and Bank Code (a.k.a. ABA, Swift or Routing Number).
- You may also create Prenotes, place the beneficiary on hold or exclusion dates.
- Continue to add beneficiaries until your template is complete.

2.5.2 Recurring Templates

- You may choose to make this template recurring by clicking the **Make Recurring** checkbox.
- Upon checking the box, additional details will display including the start date, repeating patterns and end dates. You will also need to choose which action you desire when you transfer is scheduled for non-business days.



Make Recurring

Start Date: 05/20/2020

Repeat every: 1 Month(s)

On the: 1st Day

Ends:

- Upon further notice (selected)
- After [] occurrences
- End by selected date

If Transfer Date falls on a non-business day, transfer funds on:

- Previous business day (selected)
- Next business day
- Do not transfer funds

Template History: [Full Template History](#)

120.00 USD to 1 Beneficiaries

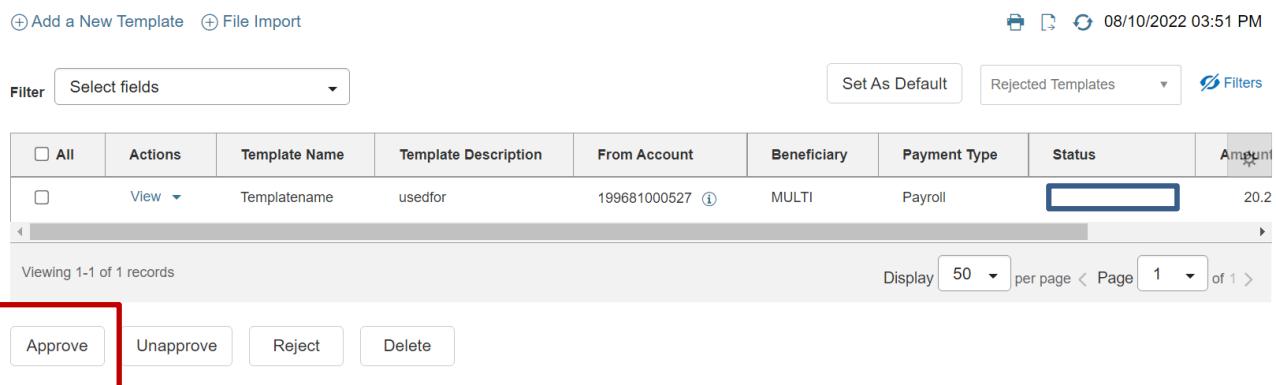
Save **Save for Later** **Cancel**

- When template entry details are complete, click the **Submit** button and a confirmation window will be displayed. You may also choose Save for Later or Cancel.

2.6 Approve Templates

The **Template Approval** process is setup by your administrator. Certain templates may require multiple approvals by multiple users before being considered complete.

Template List View

Add a New Template File Import

08/10/2022 03:51 PM

Filter: Select fields Set As Default Rejected Templates Filters

All	Actions	Template Name	Template Description	From Account	Beneficiary	Payment Type	Status	Amount
<input type="checkbox"/>	View	Templatename	usedfor	199681000527	MULTI	Payroll	<input type="text" value="20.2"/>	

Viewing 1-1 of 1 records

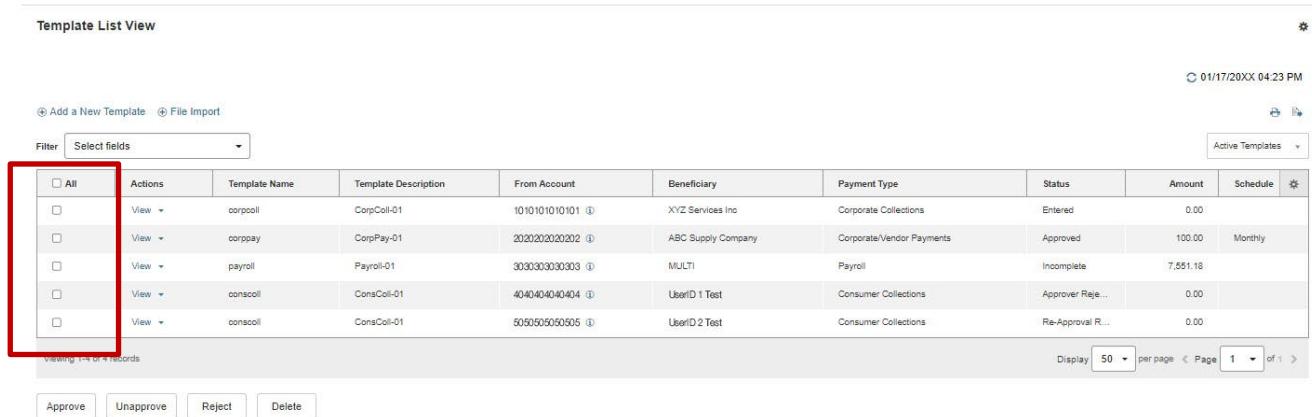
Display: 50 per page Page: 1 of 1

Approve Unapprove Reject Delete

You may **approve templates** multiple ways:

Note: Templates in an **Entered** Status require approval before they're utilized for payment.

- Templates can be approved via:
 - In the ACH Template List View (via the ACH Home screen or the Payment Management screen), simply click the **check box** to the left of the individual template and click **Approve**.
 - Or click on **view** dropdown menu for an individual template and select **Approve**.
 - Or click on **View** from the Actions column and use the action buttons at the bottom of the screen that allow you to Approve, Delete, Modify or Reject.
 - You may also select the checkbox next to the **All** header and then click **Approve**.
- After your template has been fully approved you will see a **Confirmation** box above the Template List View widget, and the **Status** will change to **Approved**.



<input type="checkbox"/> All	Actions	Template Name	Template Description	From Account	Beneficiary	Payment Type	Status	Amount	Schedule	⋮
<input type="checkbox"/>	View	corpcoll	CorpColl-01	1010101010101	XYZ Services Inc	Corporate Collections	Entered	0.00		
<input type="checkbox"/>	View	corppay	CorpPay-01	2020202020202	ABC Supply Company	Corporate/Vendor Payments	Approved	100.00	Monthly	
<input type="checkbox"/>	View	payroll	Payroll-01	3030303030303	MULTI	Payroll	Incomplete	7,551.18		
<input type="checkbox"/>	View	conscoll	ConsColl-01	4040404040404	UserID 1 Test	Consumer Collections	Approver Reje...	0.00		
<input type="checkbox"/>	View	conscoll	ConsColl-01	5050505050505	UserID 2 Test	Consumer Collections	Re-Approval R...	0.00		

3. File Imports

All widgets related to file imports can be found on the Payment Management page via the ACH Menu.

3.1 Import Maps

- When creating an import map, you can choose from delimited, fixed and NACHA map types
- Based on your selection, other criteria may be required such as payment type, and clearing type.
- Add your file properties and data format details as requested based on your file.
- Fill in your file map field and value details.
- When complete, and no errors are found, click **save**.
- Views can be changed utilizing the drop-down box on the right and you may add/delete columns by clicking the gear icon.
- Click the Filter drop down to create a custom view by selecting the desired fields.
- Views may be printed or exported.

Import Map

[+ Add Import Map](#)

08/10/2022 03:57 PM

Filter [Select fields](#)

All Accounts [Filters](#)

<input type="checkbox"/> All	Actions	Format Name	Description	Payment Type Description	Map Type	Owner	
<input type="checkbox"/>	View ▾	IKOTest	PPDCreditsDebits	Consumer Collections/Payments	Delimited	Client	
<input type="checkbox"/>	View ▾	testDELIMITED	delete map	Payroll	Delimited	Client	
<input type="checkbox"/>	View ▾	nachaCCD		Corporate/Vendor Payments	NACHA	Client	

Viewing 1-3 of 48 records

Display [3](#) per page < Page [1](#) of 16 >

[Delete](#)

3.2 File Import

You will find the **File Import** button on the top of the Payments & Template List View Widgets (in the ACH Home screen or Payment Management page).

- Click the Browse button toward the bottom of the page to select the file to Import.
- Select an import map from the Format Section.
- Choose Import As either Payments or Templates.
- After selecting your file, click the File Import button at the bottom of the page.

File Import

Format Section

	Format Name	Description	Payment Type	Agency	Owner	*
<input type="radio"/>	CSVPayroll	Payroll	Payroll		Client	
<input checked="" type="radio"/>	NACHA File Import	NACHA Format	NACHA File Import		System	

Viewing 1-2 of 2 records

Display [10](#) per page < Page [1](#) of 1 >

File Section

Load the file in test mode.

* **Select Import File**

Choose File No file chosen

[✓ File Import](#) [Refresh](#) [Cancel](#)

Note: Payments and Templates are imported in an **Entered** Status and require approval before they're submitted for payment or templates are available to use.

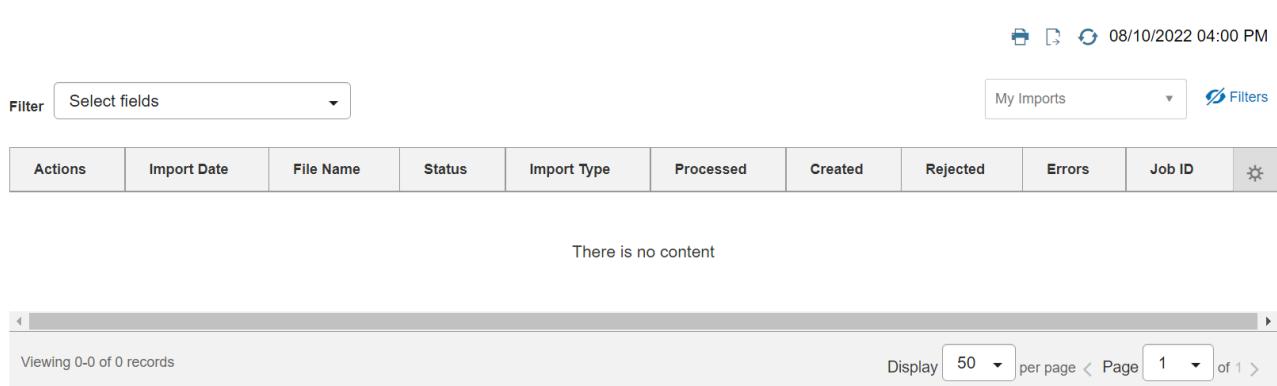
3.3 File Import History

You will find the **File Import History** widget in the Payment Management page.

- From here, you may export or print files.
- You may also take the following action for the imported file history: View file details and error information or Delete the history record.

- Note: To approve, modify, delete or reject the imported payment or template, use the Actions options in the Payment List View or Template List View widgets.
- Views can be changed utilizing the drop-down box on the right and you may add/delete columns by clicking the gear icon.
- Click the Filter drop down to create a custom view by selecting the desired fields.
- Views may be printed or exported.

File Import History



File Import History

08/10/2022 04:00 PM

Filter Select fields My Imports Filters

Actions	Import Date	File Name	Status	Import Type	Processed	Created	Rejected	Errors	Job ID	...
There is no content										

Viewing 0-0 of 0 records

Display 50 per page Page 1 of 1

4. User Maintenance

The User Maintenance section is available via the ACH Menu and can be added to the ACH Home page via the Add Widget dropdown.

For companies utilizing ACH Self Service, User Maintenance allows you to view information about existing roles and permissions setup for ACH. If you have modifications or additions to roles, please contact your Payments Advisor.

- The User Maintenance widget displays all users and IDs.
- Views can be changed utilizing the drop-down box on the right and you may add/delete columns by clicking the gear icon.
- Click the Filter drop down to create a custom view by selecting the desired fields.
- Views may be printed or exported.
- Select view or modify within the **Actions** column to display further information.



KeyNavigator® ACH User Guide

User Maintenance

*

Filter Users

01/04/2019 02:26 PM

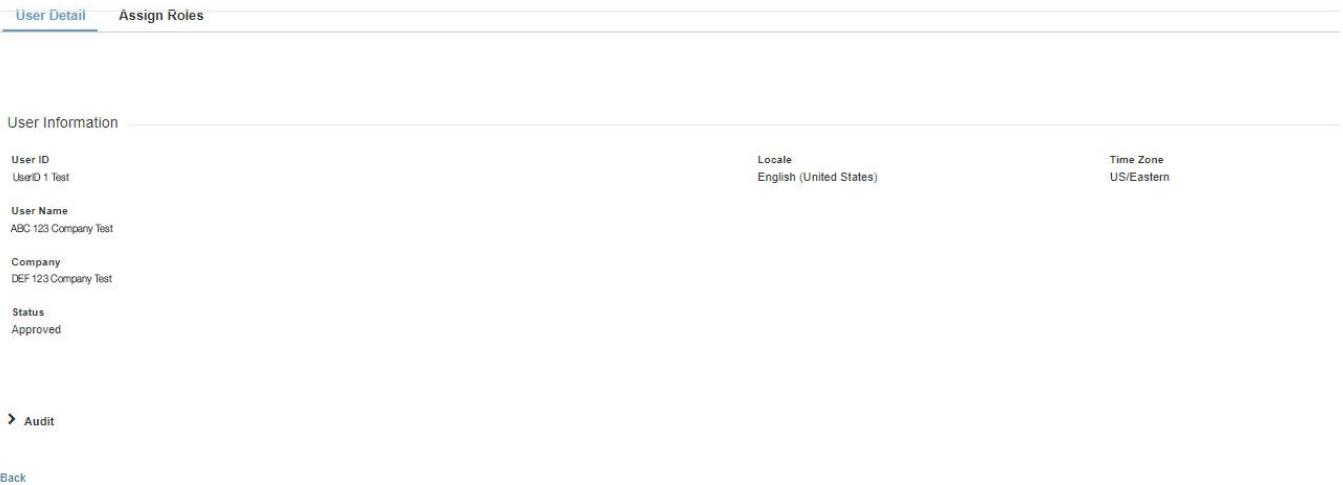
<input type="checkbox"/> All	Actions	User ID	User Name	Disabled	Status	Legal Administrator	Last Approved Date	Activation Date	Active	Last Login	*
<input type="checkbox"/>	View <input style="width: 15px; height: 15px; border: none; background-color: #f0f0f0;" type="button" value="..."/>	1010101010101	UserID 1 Test	No	Approved	No	12/11/2018 14:25:55		Yes	01/04/2019 14:17:11	
<input type="checkbox"/>	View <input style="width: 15px; height: 15px; border: none; background-color: #f0f0f0;" type="button" value="..."/>	2020202020202	UserID 2 Test	No	Approved	No	12/11/2018 14:26:06		Yes	01/04/2019 13:55:20	

Viewing 1-2 of 2 records Display per page < Page of 1 >

[Approve](#) [Delete](#)

[Modify](#)
[Disable](#)
[Delete](#)
[Copy User](#)

- If you have the appropriate permissions, you may make the desired changes in the **User Detail** and **Assign Roles** tabs.
- You may view the history by expanding the **Audit** section on the User Detail tab.



User Information

User ID: UserID 1 Test

User Name: ABC 123 Company Test

Company: DEF 123 Company Test

Status: Approved

Locale: English (United States)

Time Zone: US/Eastern

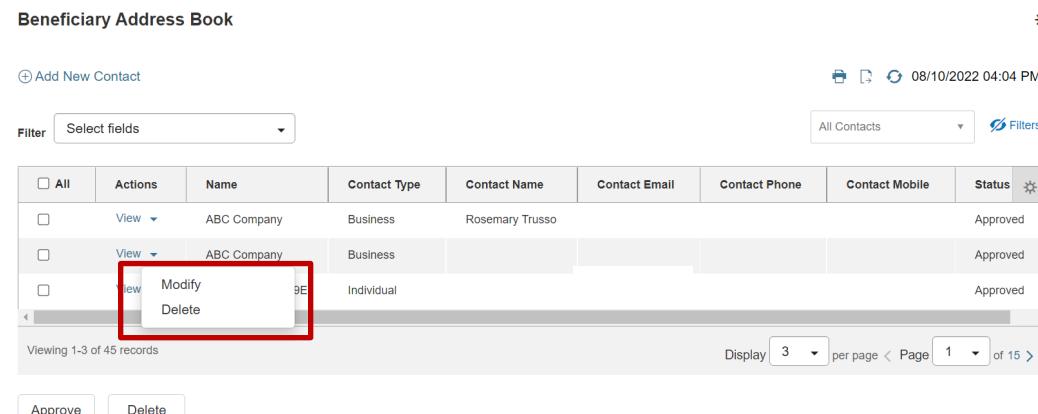
Audit

Back

5. Beneficiary Address Book (BAB)

The Beneficiary Address Book is available via the ACH Menu and can be added to the ACH Home page via the Add Widget dropdown.

- The BAB widget displays all contacts available for payments or templates.
- Views can be changed utilizing the drop-down box on the right and you may add/delete columns by clicking the gear icon.
- Click the Filter drop down to create a custom view by selecting the desired fields.
- Views may be printed or exported.
- Select **Modify** for the desired contact to modify any of the details
- Click **Save Contact** when complete.



Beneficiary Address Book

Add New Contact

08/10/2022 04:04 PM

Filter Select fields

All Contacts Filters

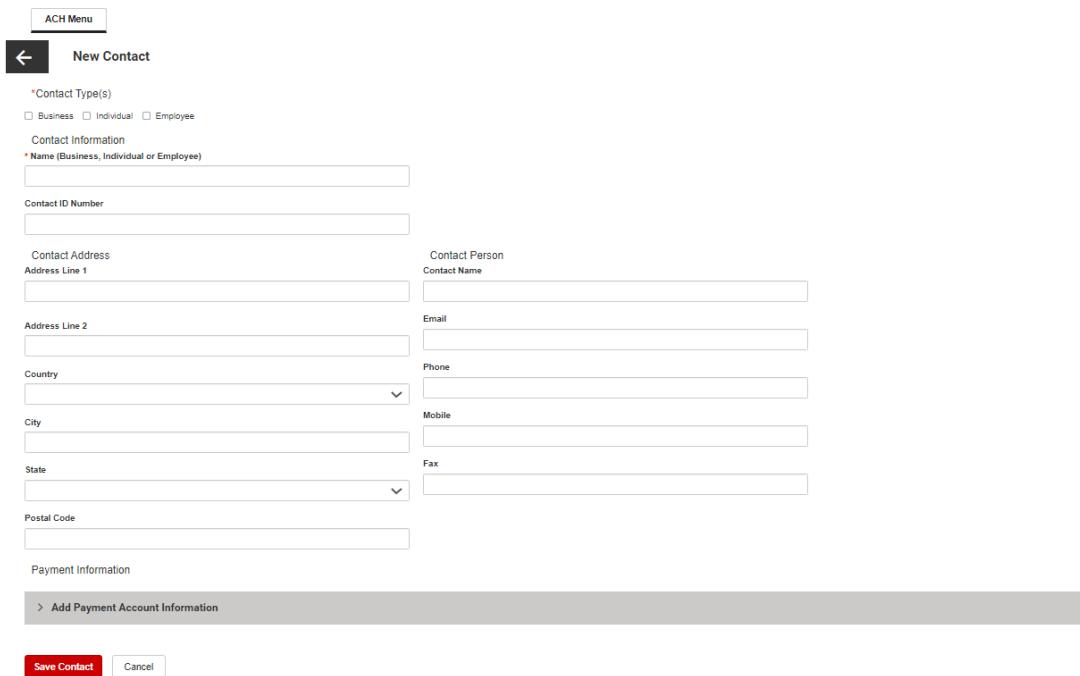
All	Actions	Name	Contact Type	Contact Name	Contact Email	Contact Phone	Contact Mobile	Status
<input type="checkbox"/>	View	ABC Company	Business	Rosemary Trusso				Approved
<input type="checkbox"/>	View	ABC Company	Business					Approved
<input type="checkbox"/>	View	Modify	Individual					Approved

Viewing 1-3 of 45 records

Display 3 per page Page 1 of 15

Approve Delete

- To create a new contact in the BAB, click the **Add New Contact** Button at the top of the widget.
- Enter all desired information including the type of contact and payment information. Please note the fields with the red asterisks are required.
- Click **Save Contact** when complete.



ACH Menu

New Contact

*Contact Type(s)

Business Individual Employee

Contact Information

*Name (Business, Individual or Employee)

Contact ID Number

Contact Address

Address Line 1

Address Line 2

Country

City

State

Postal Code

Contact Person

Contact Name

Email

Phone

Mobile

Fax

Payment Information

> Add Payment Account Information

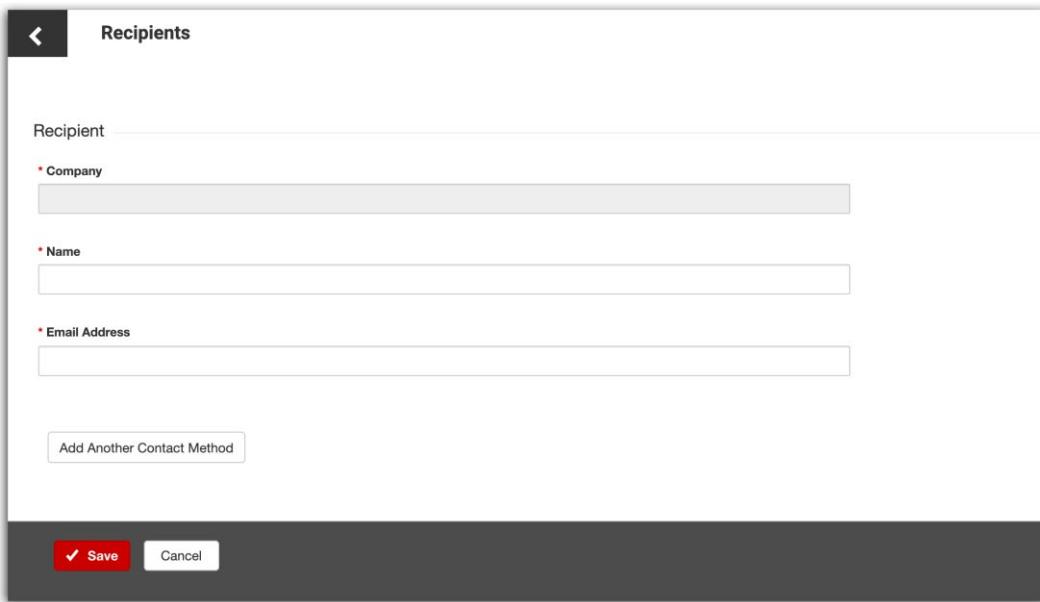
Save Contact Cancel

6. Alerts Center

The Alerts Center is available via the ACH Menu and the individual widgets can be added to the ACH Home page via the Add Widget dropdown.

6.1 Recipients & Recipient Groups

- The Recipients and Recipient Group widgets display the existing recipients for your company. You may modify, delete or view the existing contacts.
- Views can be changed utilizing the drop-down box on the right and you may add/delete columns by clicking the gear icon.
- Click the Filter drop down to create a custom view by selecting the desired fields.
- Views may be printed or exported.
- To create a new recipient, select **Insert** at the top of the Recipient widget.
- Enter the name and email address for your new recipient. Additional emails may be added by selecting the **Add Another Contact Method**.



Recipients

Recipient

* Company

* Name

* Email Address

Add Another Contact Method

✓ Save Cancel

Once you have created recipients, you may add them to **Recipient Groups**.

- Create a new recipient group by clicking **Insert** at the top of the Recipient Group widget. Begin by entering a **Group** name.
- Or click **Modify** from Actions for an existing **Group** name
- Add recipients by searching by name in the **Recipient Name** field. Simply start typing their name in the box.
- Click **Save** when you have entered all the desired recipients.



Add Recipient Group

Recipient Group

Group Name

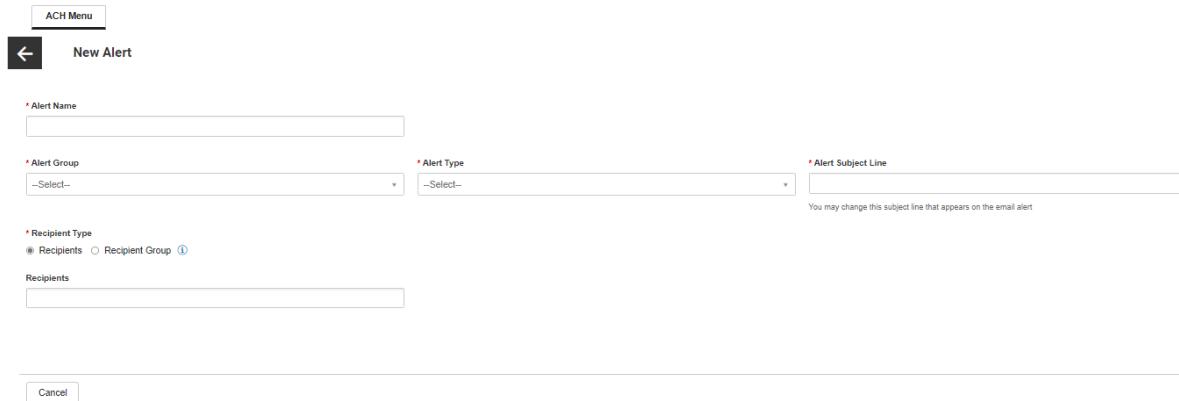
* Recipient Name

✓ Save Cancel

6.2 Alerts

- The Alerts widget will display the existing alerts for your company. You may modify, delete or view the existing alerts.
- Views can be changed utilizing the drop-down box on the right and you may add/delete columns by clicking the gear icon.

- Click the Filter drop down to create a custom view by selecting the desired fields.
- Views may be printed or exported.
- To create a new alert, select **Add New Alert** at the top of the Alerts widget.



Alert Name:

Alert Group: --Select--

Alert Type: --Select--

Alert Subject Line:

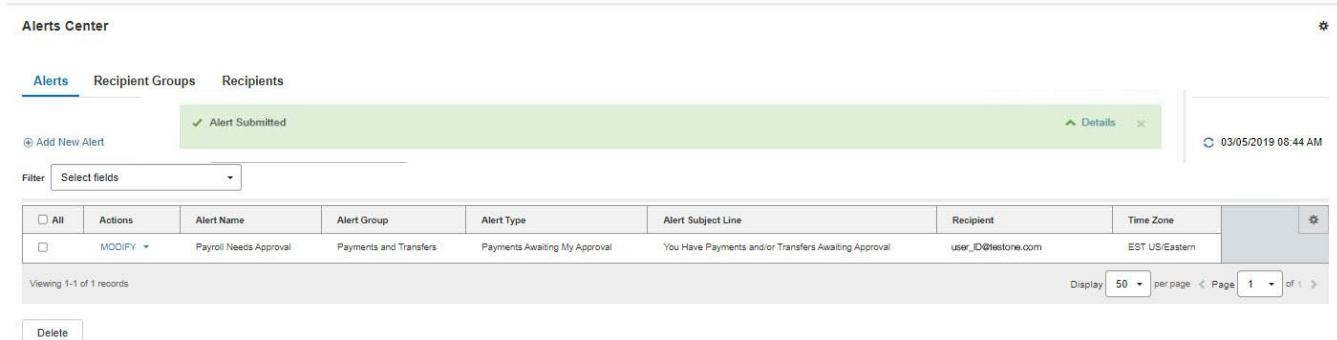
You may change this subject line that appears on the email alert

Recipient Type: Recipients Recipient Group [?](#)

Recipients:

[Cancel](#)

- Enter the desired name in the **Alert Name** field. Select a name that is meaningful to you.
- Next, select the **Alert Group** from Payments and Transfers or Administration (based on your permissions).
- The **Alert Types** drop down menu will populate based on the alert group selected.
- The **Alert Subject Line** will populate based on the alert type selected. You may create your own meaningful **Alert Subject Line** in that field.
- Click **Save** when complete.



Actions	Alert Name	Alert Group	Alert Type	Alert Subject Line	Recipient	Time Zone
<input type="checkbox"/> MODIFY	Payroll Needs Approval	Payments and Transfers	Payments Awaiting My Approval	You Have Payments and/or Transfers Awaiting Approval	user_ID@testone.com	EST US/Eastern

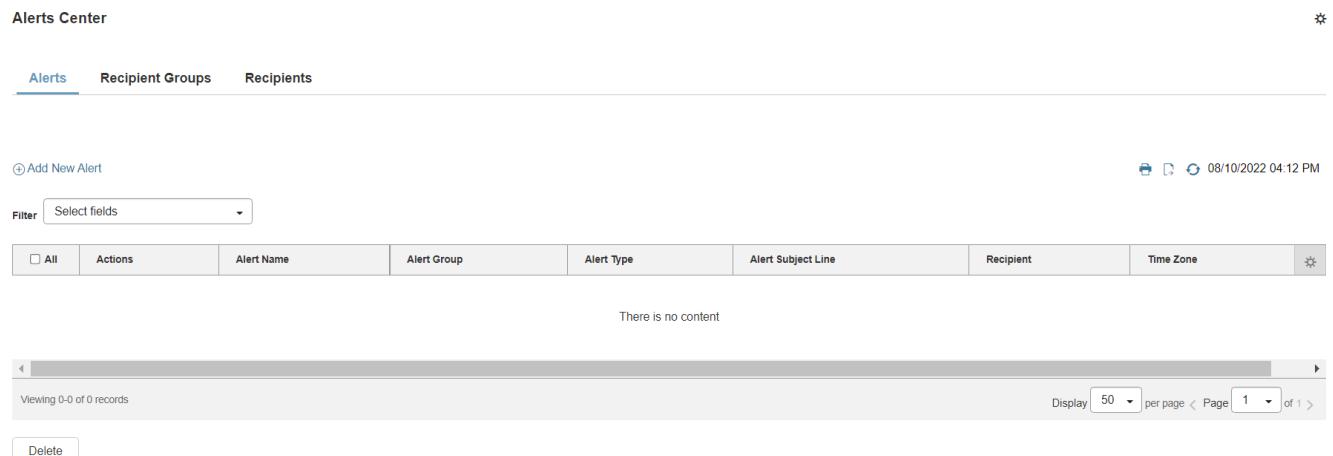
Viewing 1-1 of 1 records

Display: 50 per page < Page 1 of 1 >

[Delete](#)

6.3 Alerts Center

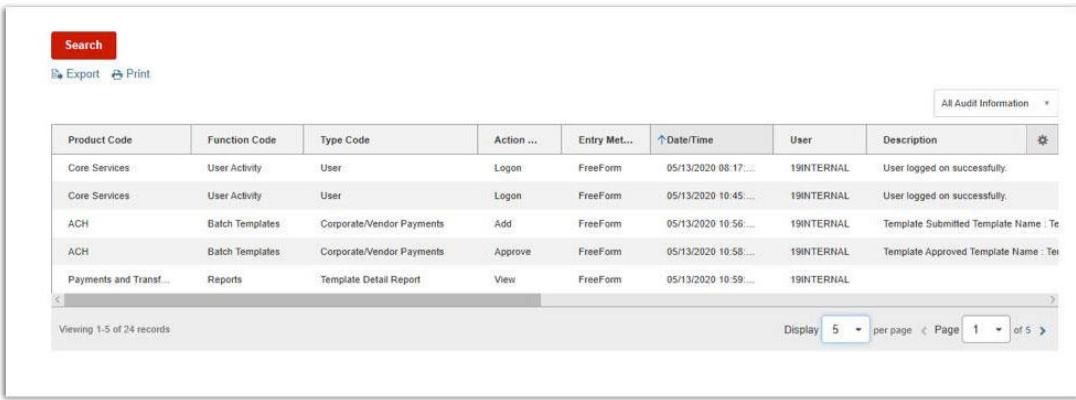
- The Alerts Center widget is the hub for all the alerts, recipients and recipient groups that have been created for your company.
- In each of these tabs, you may modify, delete or view the existing details.
- Views can be changed utilizing the drop-down box on the right and you may add/delete columns by clicking the gear icon.
- Click the Filter drop down to create a custom view by selecting the desired fields.
- Views may be printed or exported.
- You may create new alerts, recipients and groups from this widget as well.



7. Audit Information

The Audit Information widget is available via the **ACH Menu** and the widgets can be added to the ACH Home page via the **Add Widget** dropdown.

- Select a range of options for a report to create a custom audit report
- Select from several search fields and click **Search**.
- The results will appear on the bottom of the page.
- You may **export** or **print** the results using the buttons under the search button.
- Save this exact report as a view by clicking the view drop down on the far right of the report and selecting the **Save View** button.
- Views can be changed utilizing the drop-down box on the right and you may add/delete columns by clicking the gear icon.
- Click the Filter drop down to create a custom view by selecting the desired fields.
- Views may be printed or exported.



The screenshot shows a table with the following columns: Product Code, Function Code, Type Code, Action ..., Entry Met..., Date/Time, User, Description, and a gear icon. The data includes:

Product Code	Function Code	Type Code	Action ...	Entry Met...	Date/Time	User	Description	
Core Services	User Activity	User	Logon	FreeForm	05/13/2020 08:17:...	19INTERNAL	User logged on successfully.	
Core Services	User Activity	User	Logon	FreeForm	05/13/2020 10:45:...	19INTERNAL	User logged on successfully.	
ACH	Batch Templates	Corporate/Vendor Payments	Add	FreeForm	05/13/2020 10:56:...	19INTERNAL	Template Submitted Template Name : Te...	
ACH	Batch Templates	Corporate/Vendor Payments	Approve	FreeForm	05/13/2020 10:58:...	19INTERNAL	Template Approved Template Name : Te...	
Payments and Transf...	Reports	Template Detail Report	View	FreeForm	05/13/2020 10:59:...	19INTERNAL		

Viewing 1-5 of 24 records

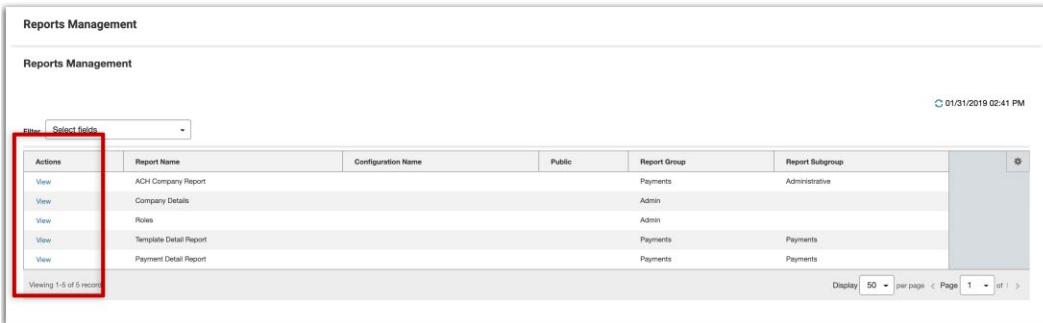
8. Reports Management

The Reports Management widget is available via the **ACH Menu** and the widgets can be added to the ACH Home page via the **Add Widget** dropdown.

The following reports are available in the Reports Management Widget:

- ACH Company Report
- Company Details
- Roles
- User Permission from Roles
- Template Detail Report
- Payment Detail Report

For each of these reports, select **View** from the **Actions** column.

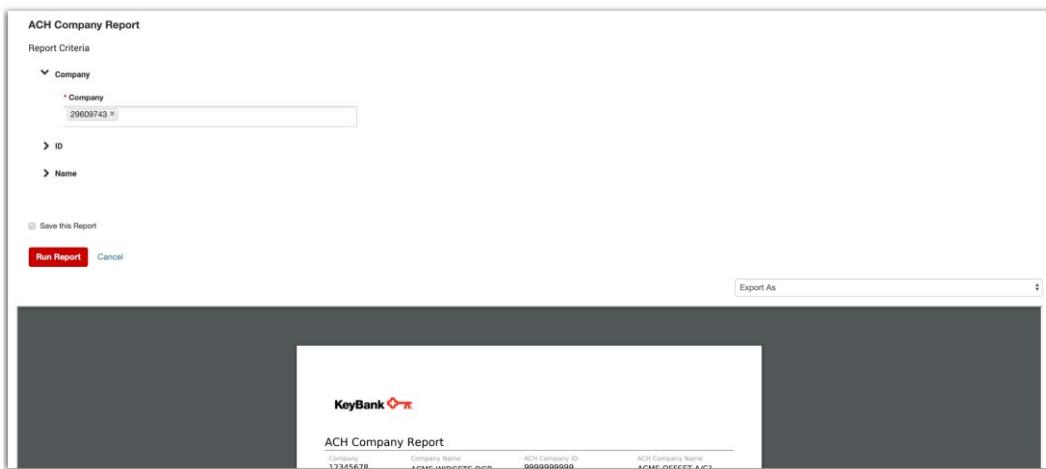


The screenshot shows a table with the following columns: Actions, Report Name, Configuration Name, Public, Report Group, and Report Subgroup. The data includes:

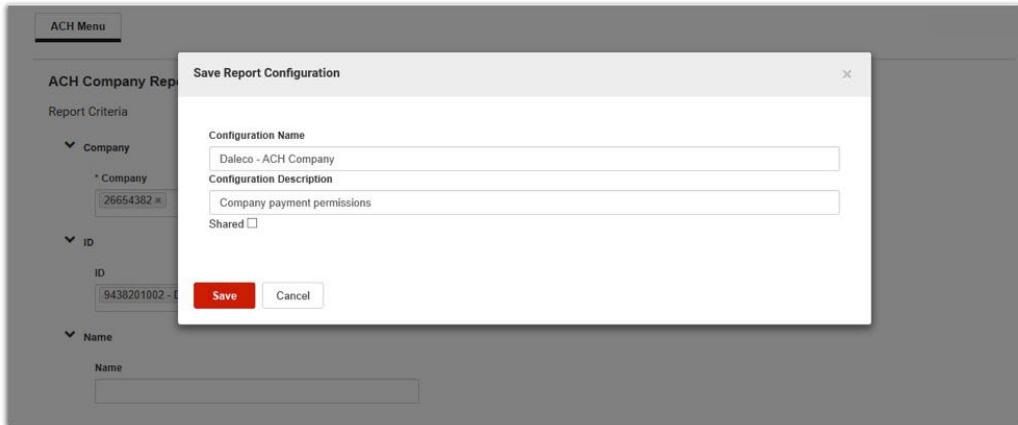
Actions	Report Name	Configuration Name	Public	Report Group	Report Subgroup
View	ACH Company Report		Payments	Administrative	
View	Company Details		Admin		
View	Roles		Admin		
View	Template Detail Report		Payments	Payments	
View	Payment Detail Report		Payments	Payments	

Viewing 1-5 of 5 records

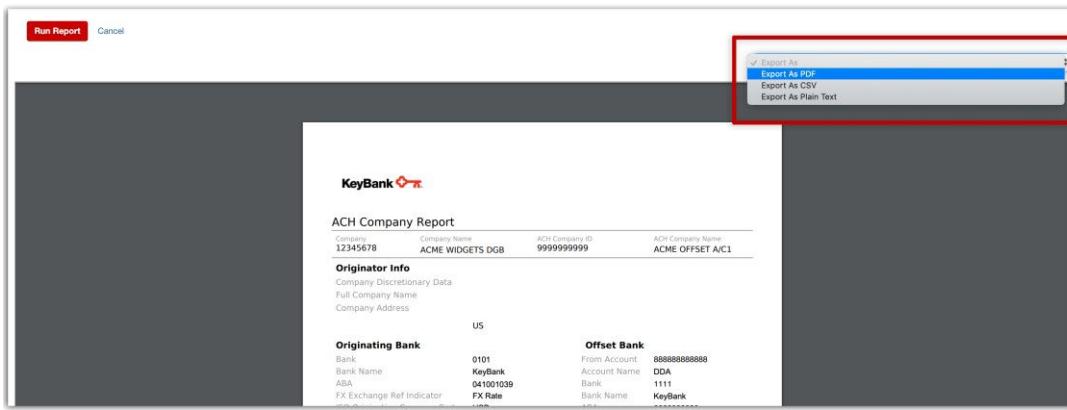
- For each of these reports, please select your desired criteria from the fields using the list or starting to type in the field. Fields with a red asterisk are required.
- Select **Run Report** to view your results.



- You may save this search criterial to your Reports Management widget by clicking the **Save this Report** checkbox.
- Then enter the desired name and description and click **Save**. The saved report will appear in the Report Management widget in alphabetical order. Find your report by the configuration name column.



- The report results will appear under the search criteria and may be using the **Export As** dropdown to the right. Export options are PDF, CSV or Plain Text. You may also print or save the report by using the modal buttons.



- The saved report will appear in the Report Management widget in alphabetical order. Find your report by the configuration name column.
- Views can be changed utilizing the drop-down box on the right and you may add/delete columns by clicking the gear icon.
- Click the Filter drop down to create a custom view by selecting the desired fields.
- Views may be printed or exported.

