The Union Bank Co.

For questions about ACH Manager Version 4.0, please call 800.837.8111.

ACH Manager Version 4.0

Overview: The ACH Manager Version 4.0 release introduces a new user interface for Business Online 6.0 users. The new ACH Manager Version 4.0 employs the same user interface design as Business Online Version 6.0, which improves usability, responsiveness, and device independence.

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Important Information

Business Online

The new ACH Manager Business Online User Interface is only compatible with Business Online Version 6.0.

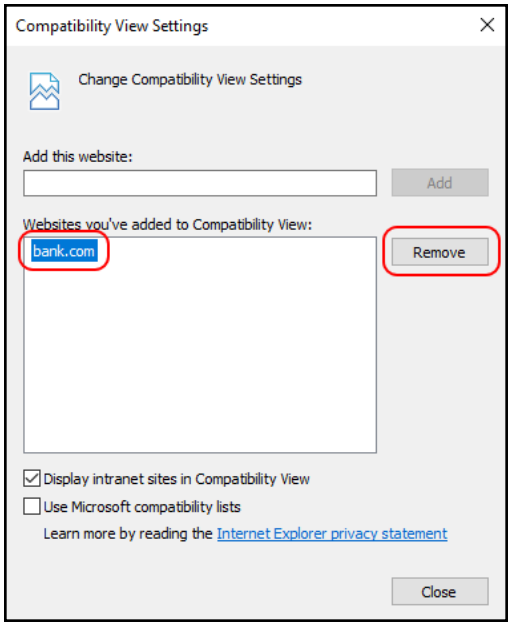
Supported Browsers

- Apple Safari 10.0
- Google Chrome
- Microsoft Edge
- Microsoft Internet Explorer 11.0
- Mozilla Firefox

Internet Explorer Notification

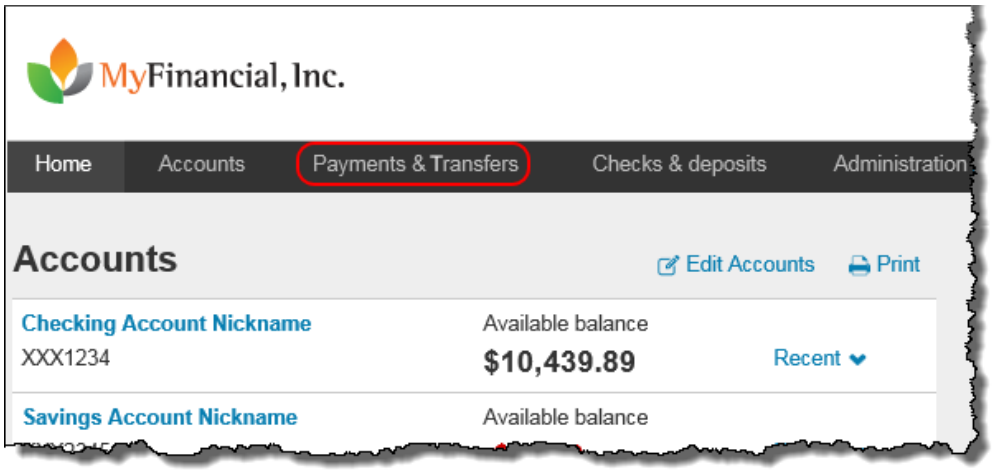
In the near future, The Union Bank Co will no longer support Compatibility mode for Internet Explorer as part of a continued effort to phase out older technology. To prepare for future releases of Business Online business customers will be required them to manually review and change their Internet Explorer browser settings. Updating this setting now will prevent unexpected behaviors with Business Online in the future.

1. Open Internet Explorer.
2. From the **Tools** menu, select **Compatibility View settings**. The system displays the Compatibility View Settings dialog box. Select your institution (for example, bank.com) and click **Remove**.
3. Click **Close**.



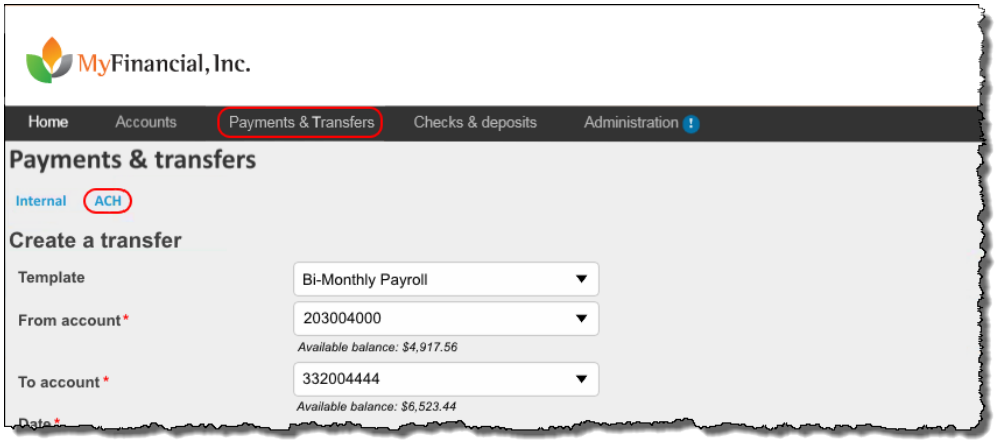
ACH Manager Version 4.0 Enhancements For Business Online 6.0 Clients

The ACH Manager Version 4.0 release employs the same redesign scheme as Business Online Version 6.0 which improves usability, responsiveness, and device independence. Responsive design helps ensure that the system clearly displays all data at virtually any screen size or resolution, without use of horizontal scrolling in lower resolutions, on smaller devices, or in smaller browser windows. You can access ACH Manager using the **Payments & Transfers** hyperlink on the top toolbar of the Business Online Home page.



The new responsive design helps ensure that the system clearly displays all data at virtually any screen size or resolution.

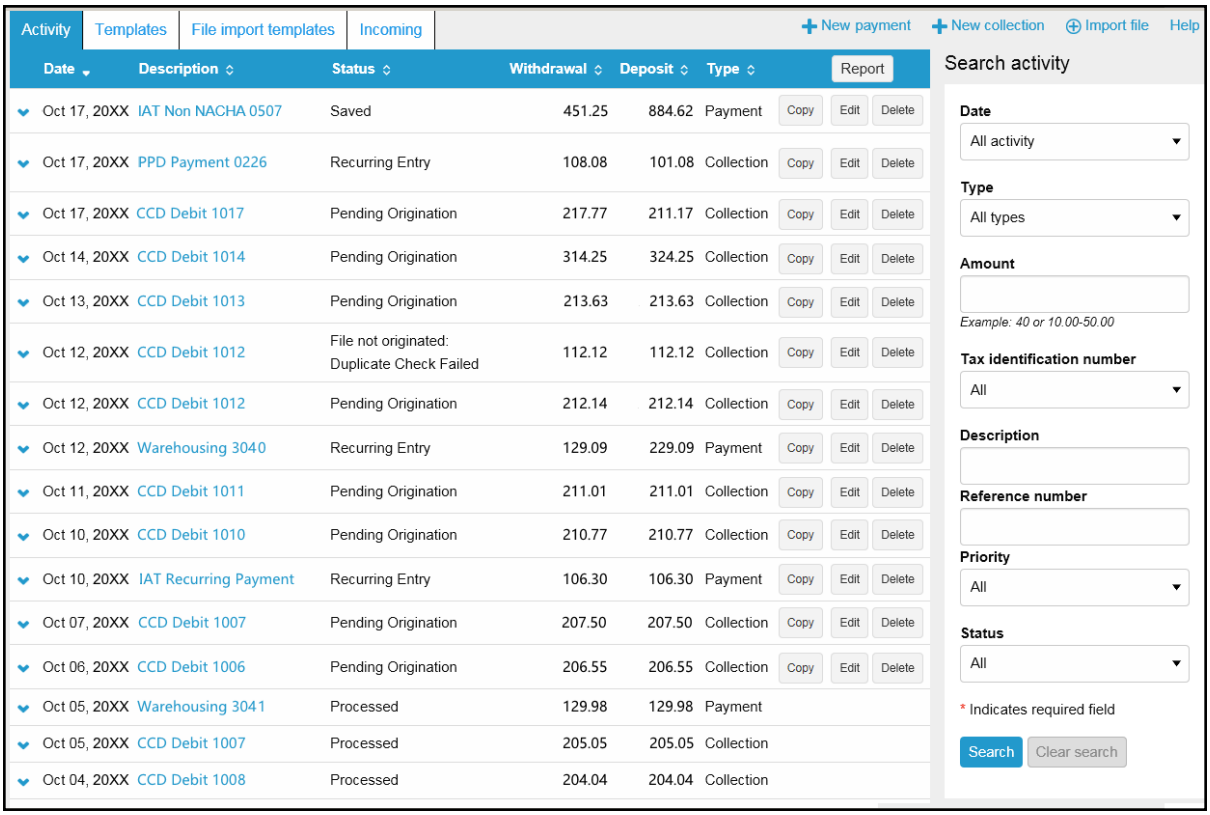
Once you click on the **Payments & Transfers** menu option, you can readily access all your ACH Manager options from the **ACH** hyperlink.



*Use the **Payments & Transfers** menu to access the ACH Manager Business Online User Interface.*

New User Interface for Business Online

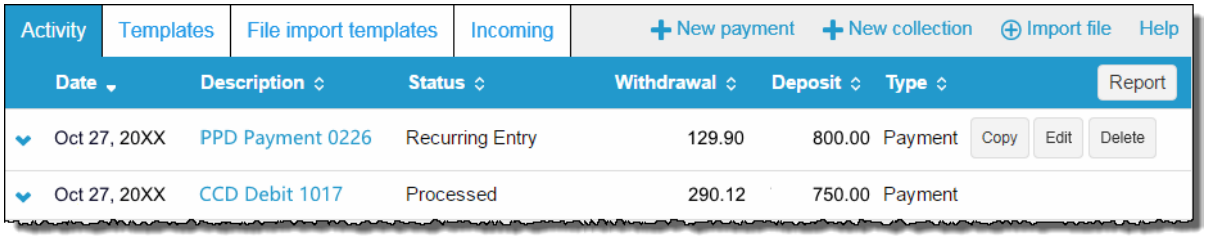
The Union Bank Co has redesigned the ACH user experience within Business Online. After the customer clicks on **ACH**, the user interface immediately presents you with the most recent activity. This reduces the amount of clicks to gain access to information.



The new redesigned ACH Manager User Interface for Business Online provides you with access to more information from a single page and interactive search and filter capabilities to aid you in finding the information you need faster.

Activity

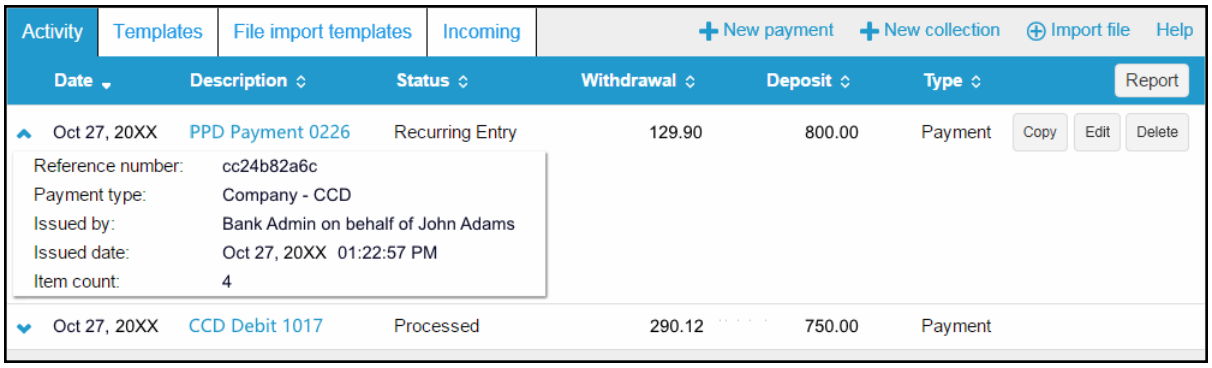
The **Activity** tab provides you with a quick view of your transfers. You can utilize a variety of tools such as search criteria and sorting to aid you in quickly finding a specific transfer or set of transfers.



*The **Activity** tab provides you with quick and easy access to your transaction history.*

Expand and Collapse Transfer Details

You can click or tap ⌄ next to any transfer to see additional details about the transfer (for example, the **Reference number**, **Payment type**, **Issued by**, **Issued date**, and **Item count**). Simply click or tap ⌃ to collapse the row.



You can click or tap ⌄ next to any transfer to see additional details about the transfer.

Load More Search Results

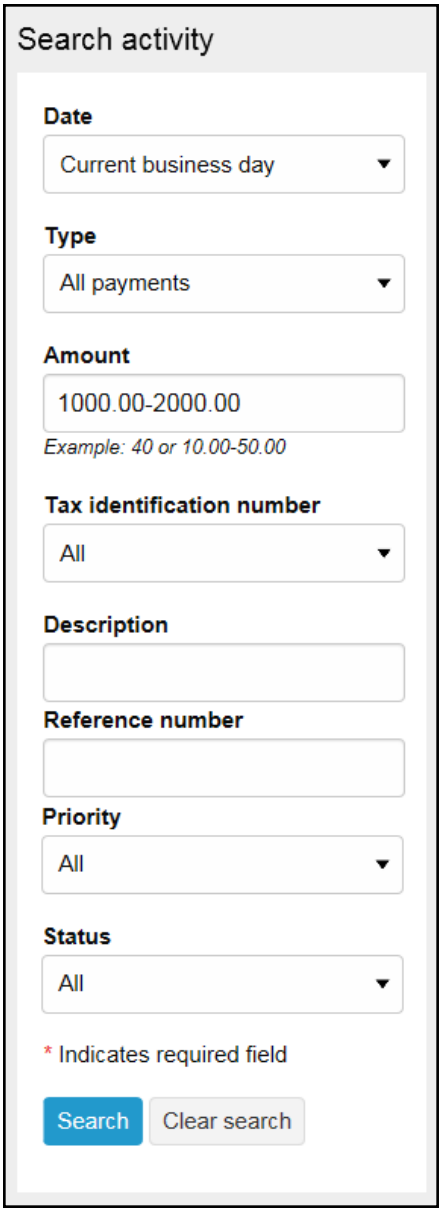
The system initially retrieves up to twenty transfers at a time. You can add more results by clicking or tapping on **More ACH Activity** at the bottom of the page.

Sort

You can sort the list of transfers by clicking or tapping ⇕ next to any column heading (for example, **Date**, **Description**, **Status**, **Withdrawal**, **Deposit**, or **Type**) to sort by the respective category.

Search activity

The Search activity section enables you to refine your search by defining key search terms such as: **Date**, **Type**, **Amount**, **Tax identification number**, **Description**, **Reference number**, **Priority**, and **Status**. The search options that display are dependent upon the task that the user wants to accomplish (for example, establishing a transfer or establishing a template).

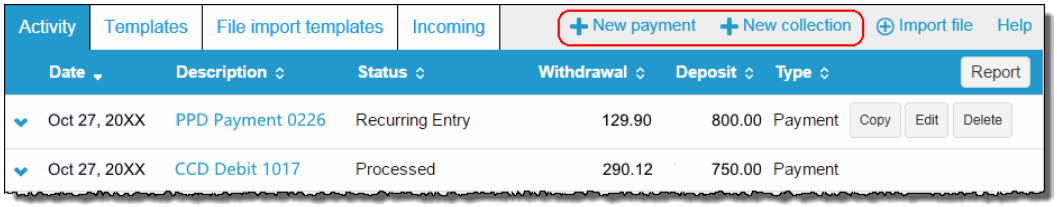


The Search activity helps you locate information faster.

New, Copy, Edit, and Delete Transfers

New Transfers

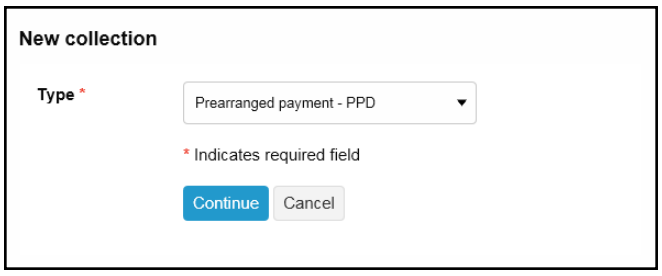
All ACH transfers are conveniently grouped into two categories: payments and collections. Within each category you can access all the types of ACH transfers (for example payroll, prearrange payments). From the main ACH Manager starting page you can click on + New payment or + New collection to establish a new ACH transfer.



*Click the **+New payment** or **+New collection** to initiate a new transfer.*

Note: Refer to page 34 for a complete list of payment and collection options.

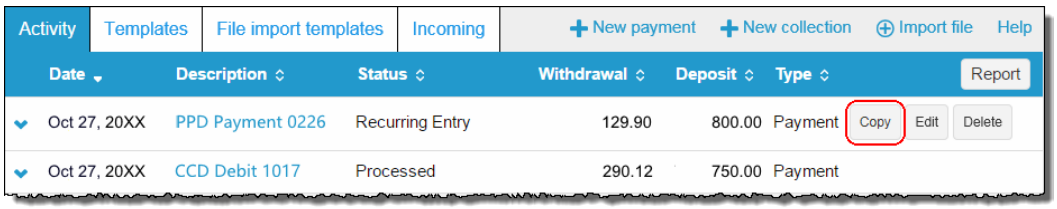
When you click on either option, the system displays a New payments or New collections box from which you can specify the type of ACH transfer from the **Type** drop-down list and click **Continue**.



ACH transfers are grouped into two categories: payments and collections.

Copy Transfers

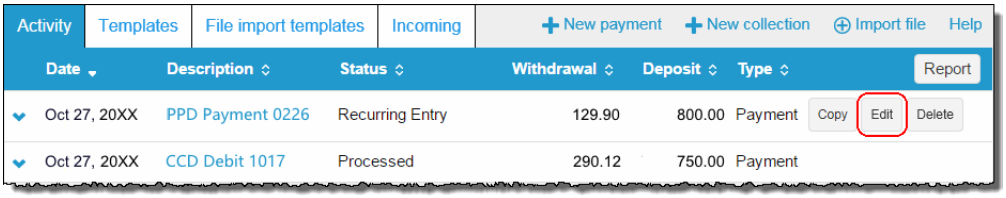
If you have an existing transfer that you would like to reuse, you can simply locate the desired transfer and then click the **Copy** button. The system then displays an edit page for the transfer that you copied. You can then make any changes as needed and rename the transfer. The system retains the original transfer and the newly copied transfer.



*The **Copy** button enables you to quickly reuse content from an existing transfer.*

Edit Transfers

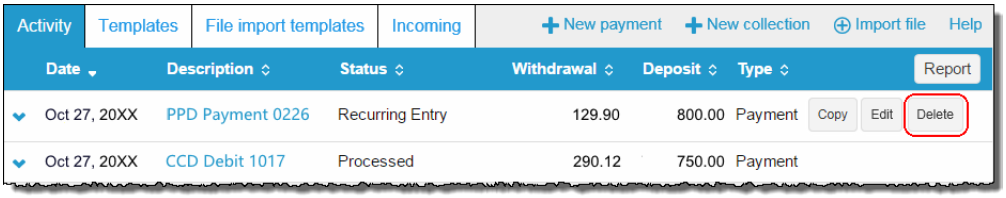
Your ability to edit a payment or collection is easier than ever for transfers that have not completed processing. From the main **Activity** tab, you can click or tap the **Edit** button for the transfer that you want to edit. Previously, you had to inquire on a specific transfer before you could perform any maintenance.



*Click the **Edit** button to make changes to a transfer.*

Delete Transfers

From the main **Activity** tab, you can click or tap **Delete** for the transfer that you want to delete. The system then displays a transfer overview page. From the transfer overview page, you can click or tap **Delete ACH** and the system completes the deletion process.

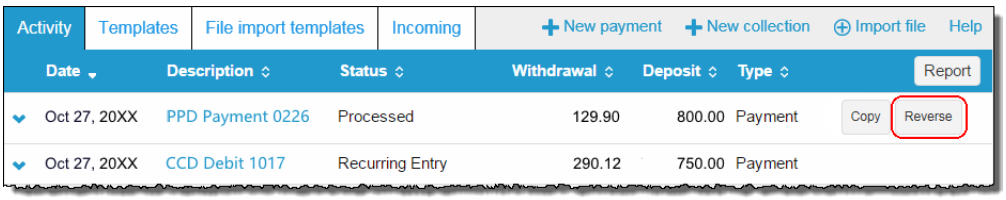


*Click or tap **Delete** to initiate the deletion process for a transfer.*

Reverse Transfers

From the main **Activity** tab, you can click or tap **Reverse** for a transfer that has a Status of **Processed**, the **Effective date** is within five business days, and the **ACH Type** is not a **Reversal**. The system then displays a transfer overview page. From the transfer overview page, you can click or tap the **No** switch below the **Reverse** column in the Pay to section for the transfer that you want to reverse and then click or tap the **Reverse ACH** button.

Note: You must have Reversal rights established in order to view transfers that can be reversed.



*Click or tap **Reverse** to initiate the reversal process for a transfer.*

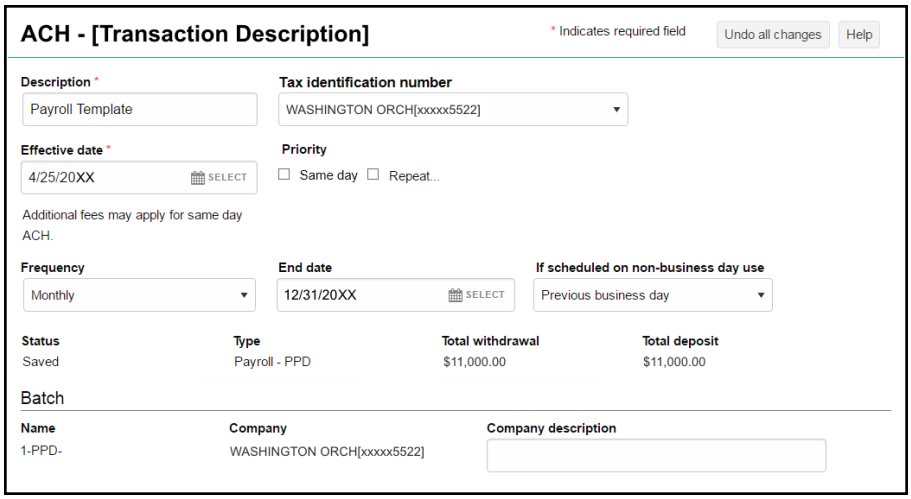
User Interface Layout

The system divides the transfer page (for new, copy, and edit transfers) into three sections:

- Transfer Overview
- Pay from
- Pay to

Transfer Overview

The Transfer Overview section enables you to name the transfer, establish the transfer date, the frequency of the transfer, and the owner of the account.



A sample New ACH - Payroll (PPD) transfer illustrates the transfer overview section of an ACH transfer.

Pay from

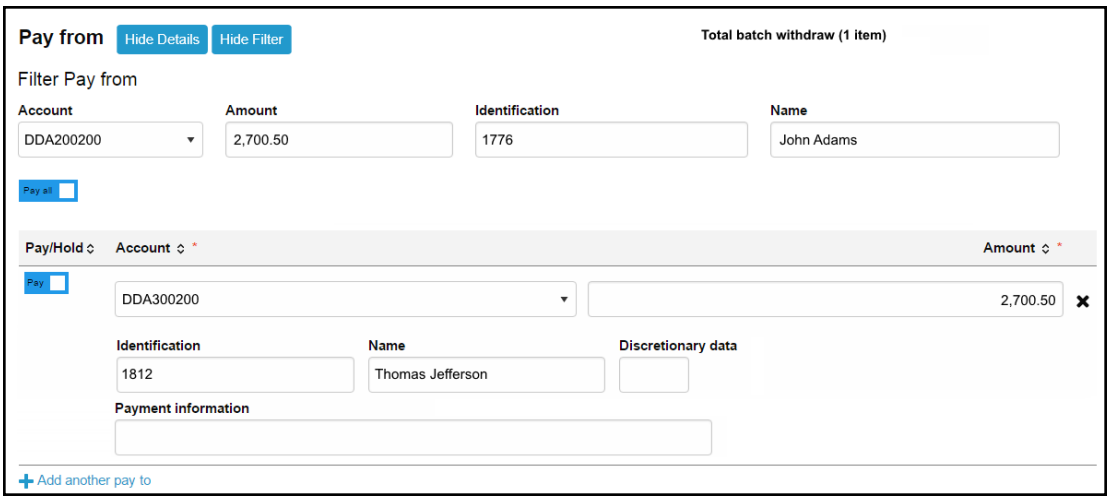
The Pay from section provides you with an overview of where the payment funds are coming from. By clicking or tapping on the **Details** button, you can edit additional fields such as: **Payment information**, **Identification**, **Name** and **Discretionary data**.

For transfers that contain multiple rows of information, you can click or tap on the **Filter** button and then sort the results by **Account**, **Amount**, **Identification**, and **Name**. As you begin typing data into one of these fields, the system automatically starts sorting.

Note: The transfer type determines what additional fields display when you click or tap **Show Details** and **Show Filter**.

To place a hold on a transfer, click the **Pay** switch. A hold stops the system from submitting the indicated transfer to the financial institution during processing and saves the transfer for future use. To remove the hold, click the **Hold** switch to turn on the **Pay** option and proceed with processing the specified transfer as part of the batch.

Note: ACH Manager uses switches that change labels when you activate or deactivate the switch by clicking on them. We list these switches in the table that follows.



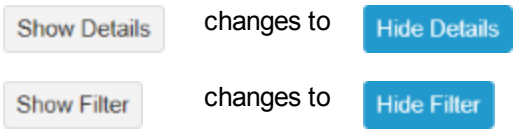
The Pay from section allows you to define where the funds are coming from.

Pay to

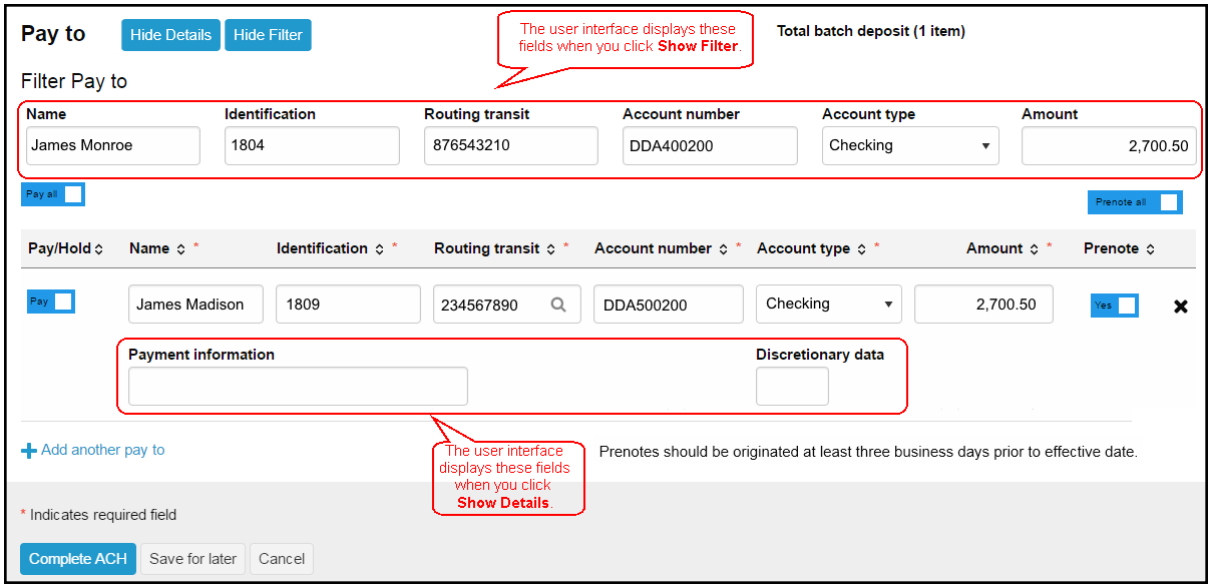
The Pay to section provides you with an overview of where the payment funds are coming from. By clicking or tapping on the **Details** button, you can edit additional fields such as: **Payment information** and **Discretionary data**.

For transfers that contain multiple sources of payment, you can click or tap on the **Filter** button and then sort the results by **Name**, **Identification**, **Routing transit**, **Account number**, **Account type**, and **Amount**. As you begin typing data into one of these fields, the system automatically starts sorting.

Note: Clicking or tapping on the **Show Details** and **Show Filter** buttons change the buttons **Hide Details** and **Hide Filter** .and causes the user interface to display additional fields. Clicking or tapping on the buttons a second time will restore the buttons and the user interface to their default setting.



To add a prenote to all payments, click the **Prenote none** switch to enable the prenote and thereby adding a zero dollar prenote transfer for the current business day. To remove all the prenotes, click the **Prenote all** switch to turn on prenotes. You can enable prenotes for individual payments by clicking the **No** switch. You can disable prenotes for a specific transfer by clicking the **Yes** switch. The system processes the transfer on the effective date regardless if a prenote is sent prior to processing.



The Pay to section provides you with an overview of where the system is sending the payment funds.

Routing transit Field

The **Routing transit** field has dynamic search capabilities. Click or tap to search for the routing transit number that identifies the Receiving Depository Financial Institution (RDFI). When you click or tap , the system opens a new Routing transit search box. You can then use the **Routing transit**, **Institution name**, **City**, or **State** fields to search for the correct routing transit number. When you find the correct institution, click on the appropriate **Institution Name** and the system populates the **Routing transit** field with the correct routing transit number.

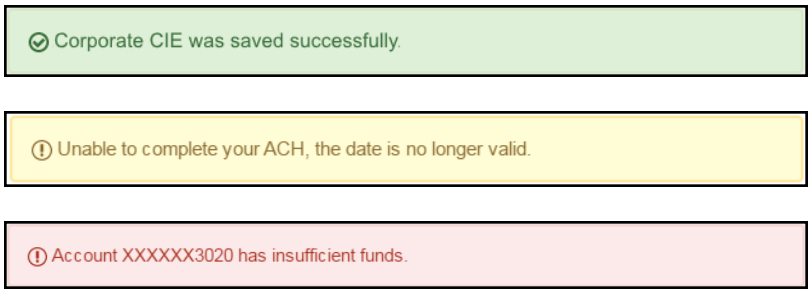
Field	Value
Routing transit	To search by the RDFI routing transit number begin typing the routing transit number and the system automatically begins compiling a list of possible matches.
Institution name	To search by the RDFI institution name, begin typing the name of the institution and the system automatically begins compiling a list of possible matches.
City	To search by the RDFI city name, begin typing the name of the city and the system automatically begins compiling a list of possible matches.
State	To search by the RDFI state, begin typing the name of the state and the system automatically begins compiling a list of possible matches.

The system automatically starts building a list of possible matches as you type data into any of the fields.

Messages for Processing Transfers

When you click the **Complete ACH** or **Save for later** button, the system displays one of three types of messages: success, warning, or error. We list one example of each.

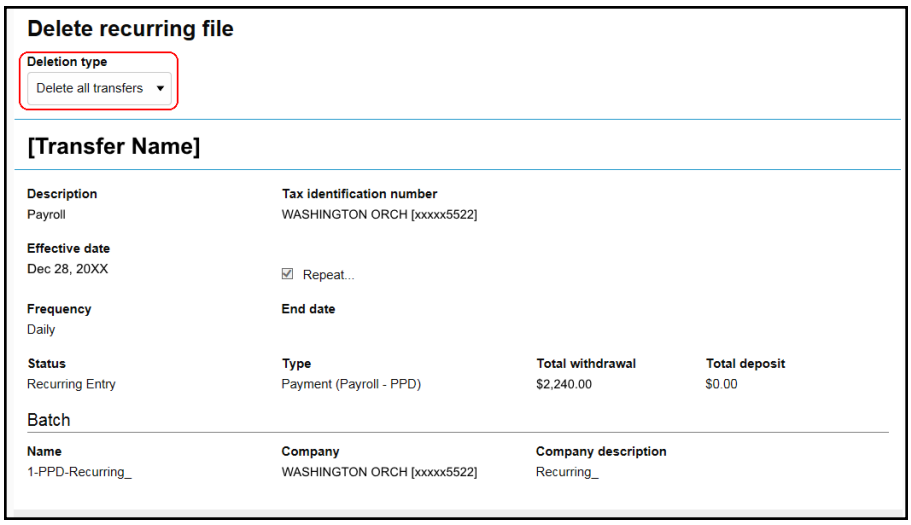
Note: When the system displays the transfer confirmation page you have the option to save the transfer as a template by clicking the **Save as a template** button. The system then applies the transfer specifications to a template which enables you to reuse the content for future transfers.



The color coded messages quickly provide you with a visual informing you of the success or failure of the system processing or saving a transfer.

Delete a Recurring Transfer

From the Activity page, you can click on the **Delete** button for a recurring transfer and the system displays the Delete recurring file page. From this page you can chose to delete a single occurrence or all future recurring transfers from the **Deletion type** drop-down list.

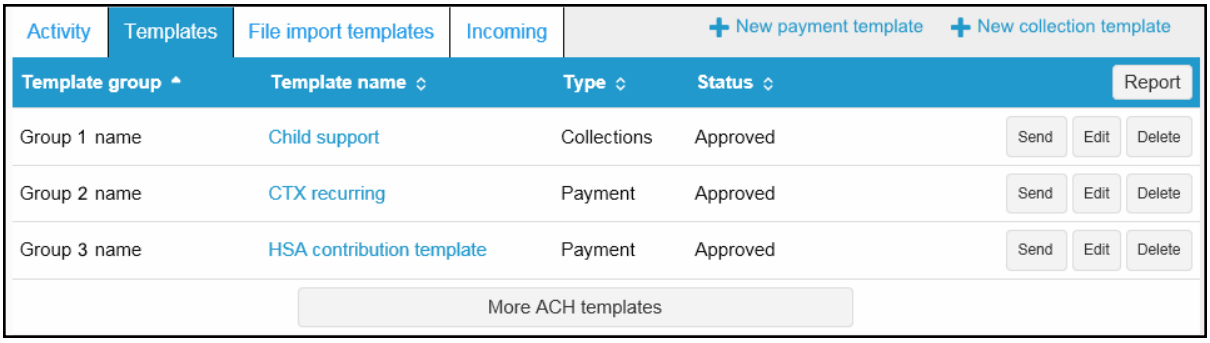


You can quickly delete a single occurrence or all future recurring transfers.

Templates

When you submit a transfer for review, the system displays the transfer confirmation page where you have the option to save the transfer as a template by clicking the **Save as a template button**, thus making it easier for you to establish a new template and reuse content for future transfers.

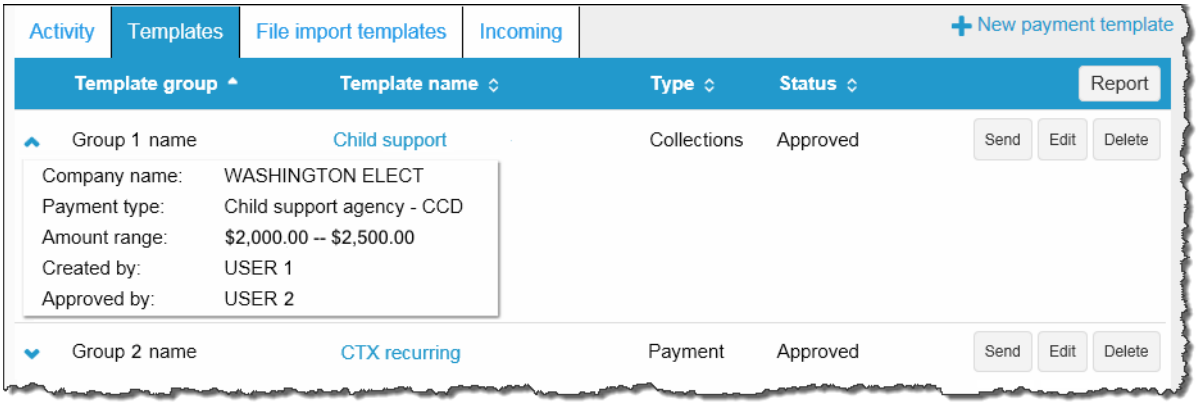
From the **Template** menu, you can click on + New payment template or + New collection template to establish a new template. In addition, you can edit or delete existing templates, and process transfers using an existing template.



The new template list provides you more options from a single page.

Template Details

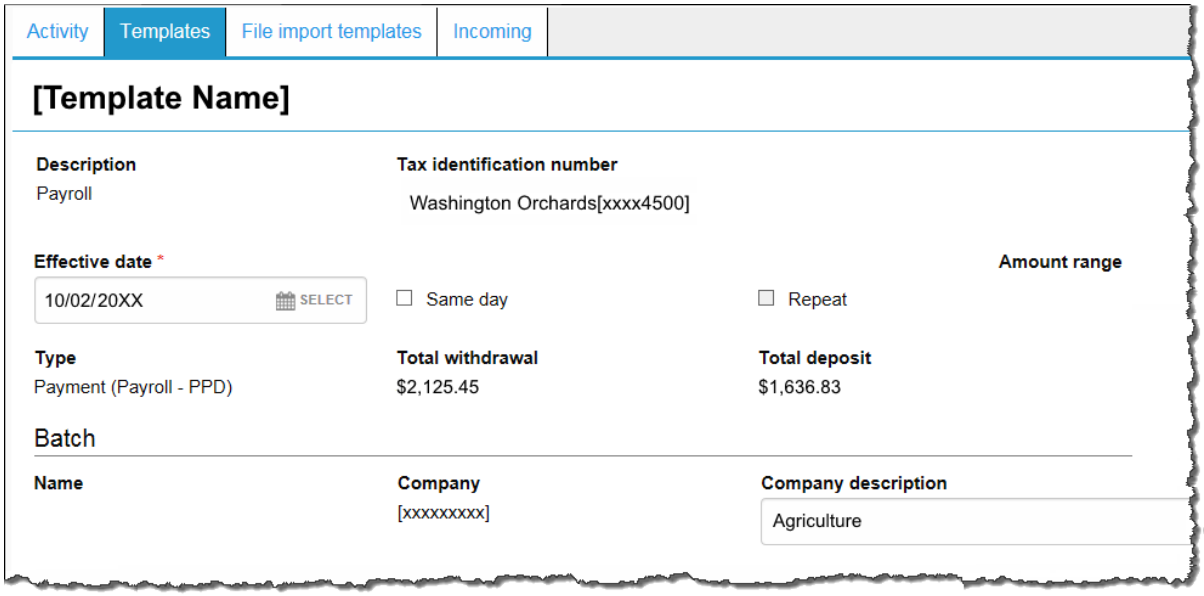
You can click ❯ to view details about a template, such as **Company name**, **Payment type**, **Amount range**, **Created by**, and **Approved by**.



Click ❯ to view details about a template.

New Transfers from a Template

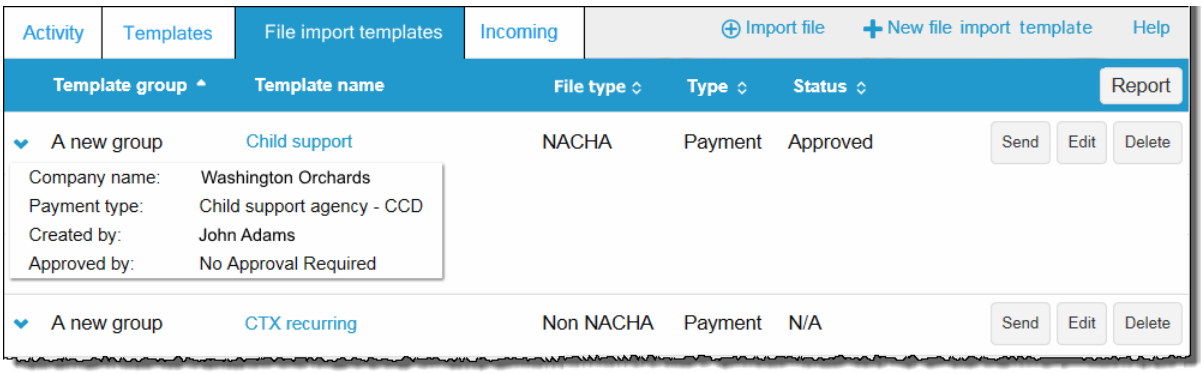
The template feature helps you save time by enabling you to establish transfer specifications ahead of time that you can use and reuse. You can use a template to establish a new transfer by clicking the **Send** button for the specified template.



*Click the **Send** button to begin establishing a new transfer from a template.*

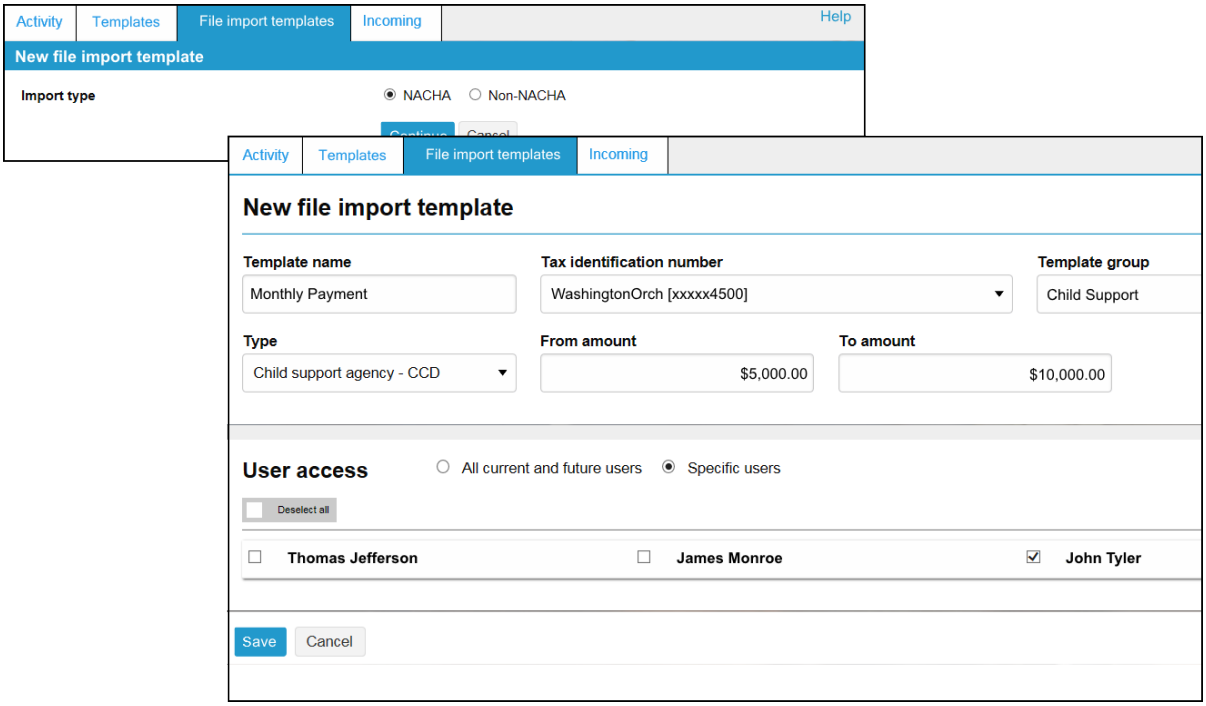
File import templates

The **File import templates** tab allows you to quickly access your import templates. You can click ❯ to view the **Company name**, **Payment/Collection type**, **Created by**, and **Approved by** information for a specific import template. You can click on the **Template name** hyperlink to inquire on the import template.



*Accessing your File import templates are easier than ever when you use the **File import** tab*

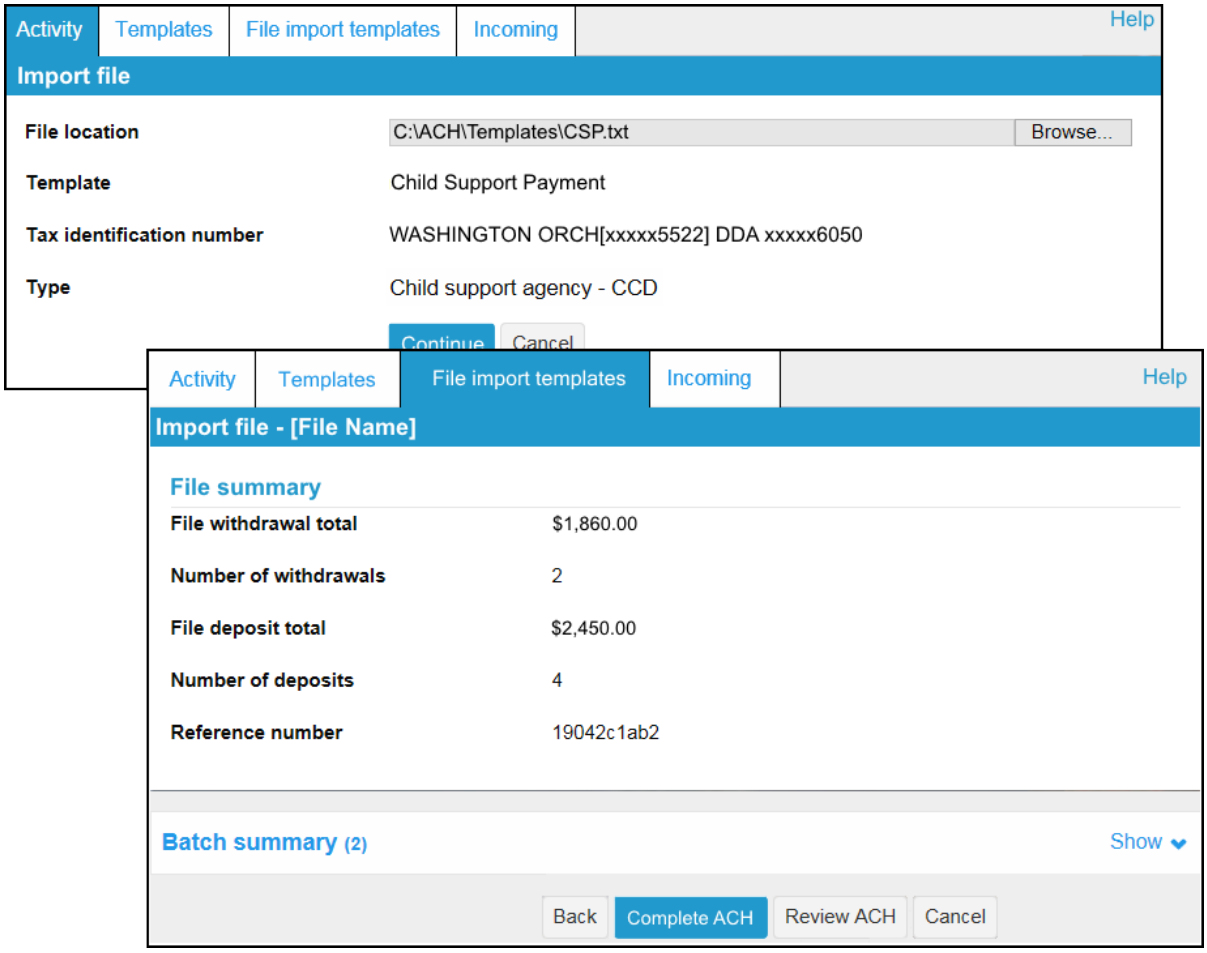
You can click **+ New file import template** to establish a new import template for NACHA and Non-NACHA files. Once you specify the type of file, you can define all the required fields for establishing the import template.



*Click **+ New file import template** to establish new import templates.*

Click **Send** from the main File import template list to import a file and establish a transfer using the specified template. Click **Continue** and then **Complete ACH** to process the import file.

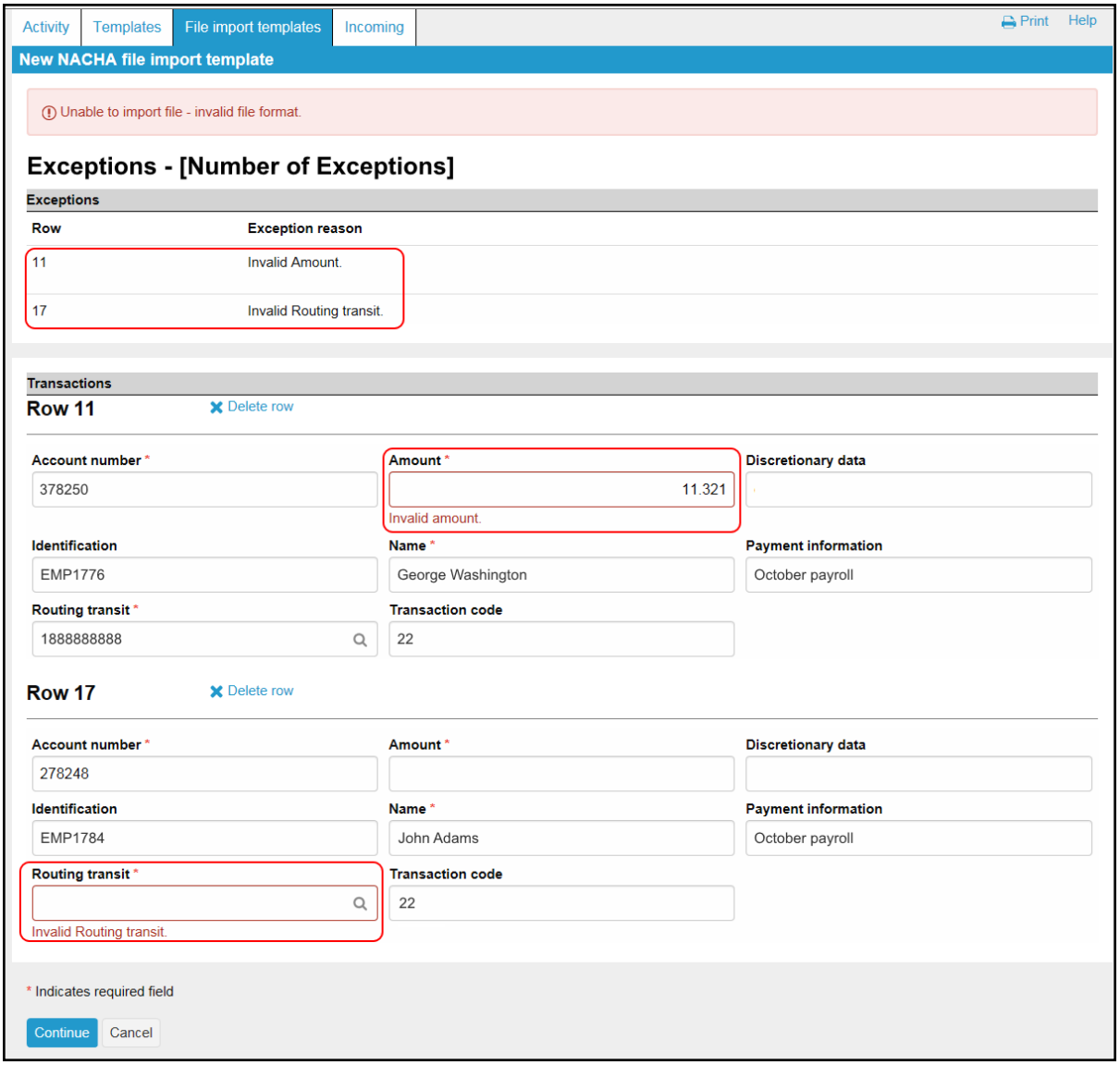
Note: You can click **Review ACH** to access the review transfer page and make edits.



*Click **Complete ACH** to process the transfer.*

Exceptions

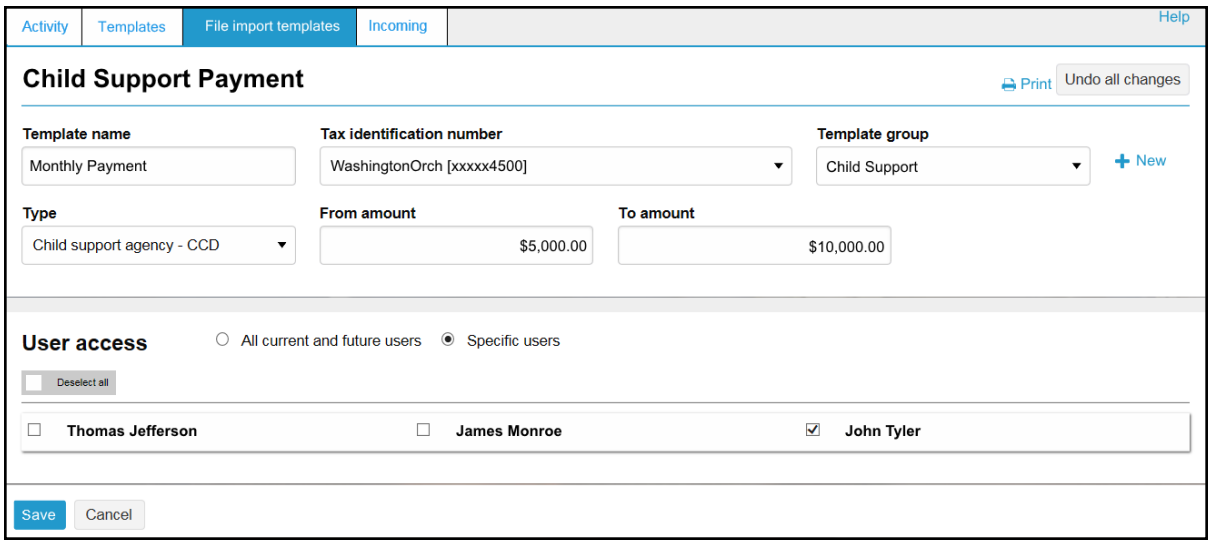
The system displays the Exceptions page when you import a Non-NACHA file and data in the file is missing or inaccurate (for example, the dollar amount has the decimal too far to the left or the routing transit number is invalid). Once you fix the exceptions and click **Continue**, the system continues with the import process.



The Exceptions page enables you to fix issues with the data from a Non-NACHA file that you import.

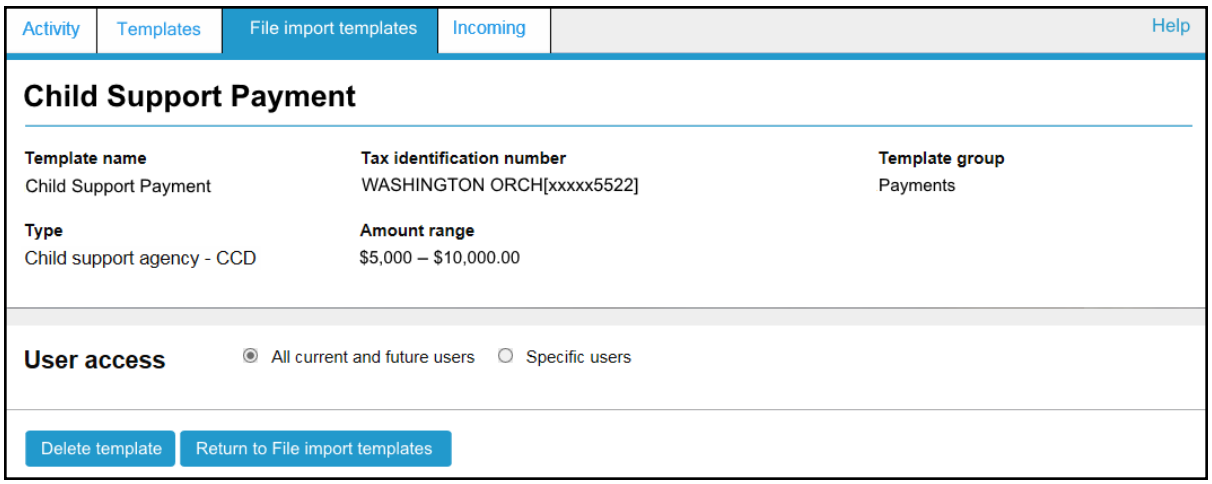
Edit or Delete Imported Files

Click **Edit** from the main File import template list to quickly apply changes to the file import template.



*The **Edit** button enables you to quickly make changes to a file import template.*

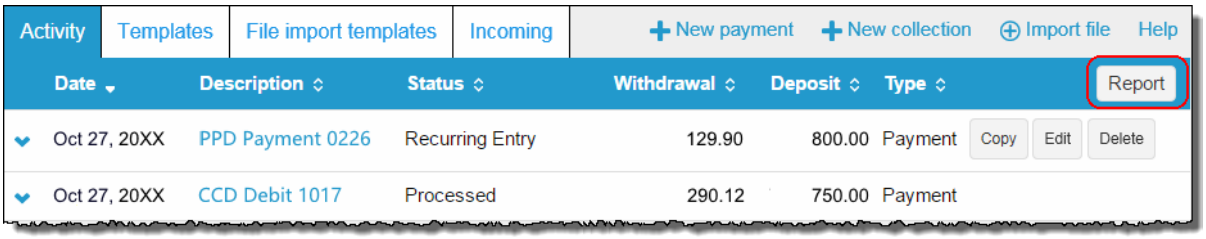
Click **Delete** from the main File import template list followed by **Delete template** to quickly delete a template that you no longer need.



*You can quickly delete file import templates using the **File import templates** tab.*

Reports

You can quickly generate PDF or CSV based reports for transfer templates and transfers by clicking the **Report** button.



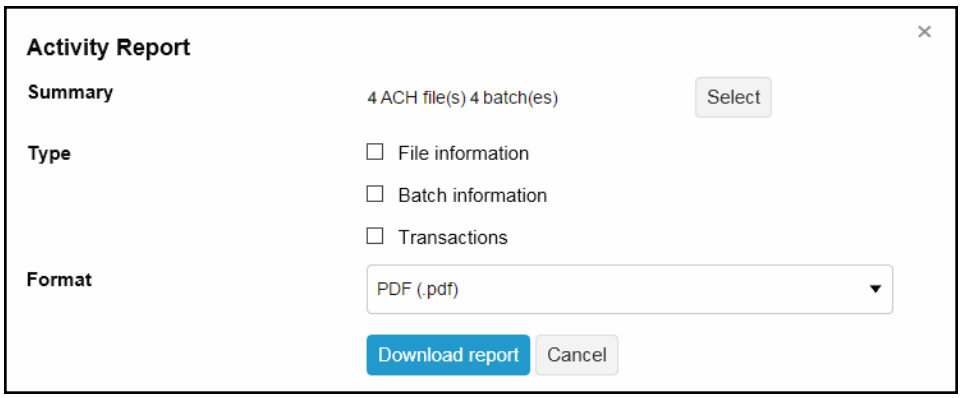
*Click **Report** to initiate the report options.*

Transfer Reports

When you click the **Report** button from the Activity page the system opens up the Activity Report box. At this point the system is ready to include all items that it lists on the Activity page at the time that you clicked the **Report** button. With the Activity Report box, you are able to fine tune the report and decide which pieces of information that the system includes when it generates the report.

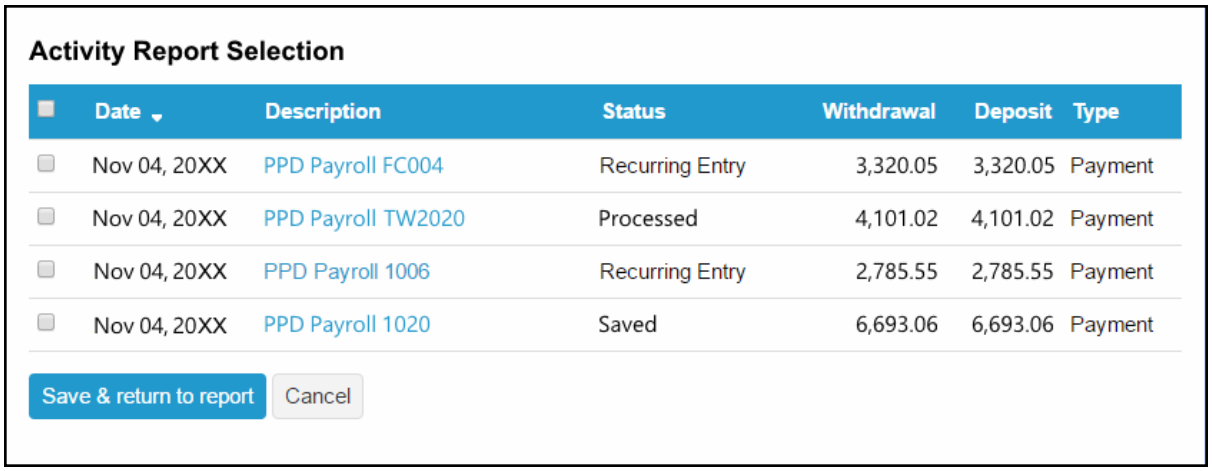
Field	Value
Summary	The number of files and batches that the system has queued to include in the report.
Type	Indicates the type of data that the system includes in the report. File information — indicates that the report includes file information (for example, Transfer Description, Transfer Type, Transfer Status, Date and Amount) Batch information — indicates that the report includes batch information (for example, Batch Number, SEC Type, Transfer Description, and Company Name) Transactions — indicates that the report includes transfer information (for example, Transfer Description, Recipient Name, and Account Number)

Field	Value
Format	Indicates the type of report that the system generates. PDF (.pdf) — indicates that the system generates PDF based reports (default) Comma-separated values (.csv) — indicates that the system generates CSV based reports **Note:** If you select more than one **Type**, the system bundles the individual reports in a ZIP file.



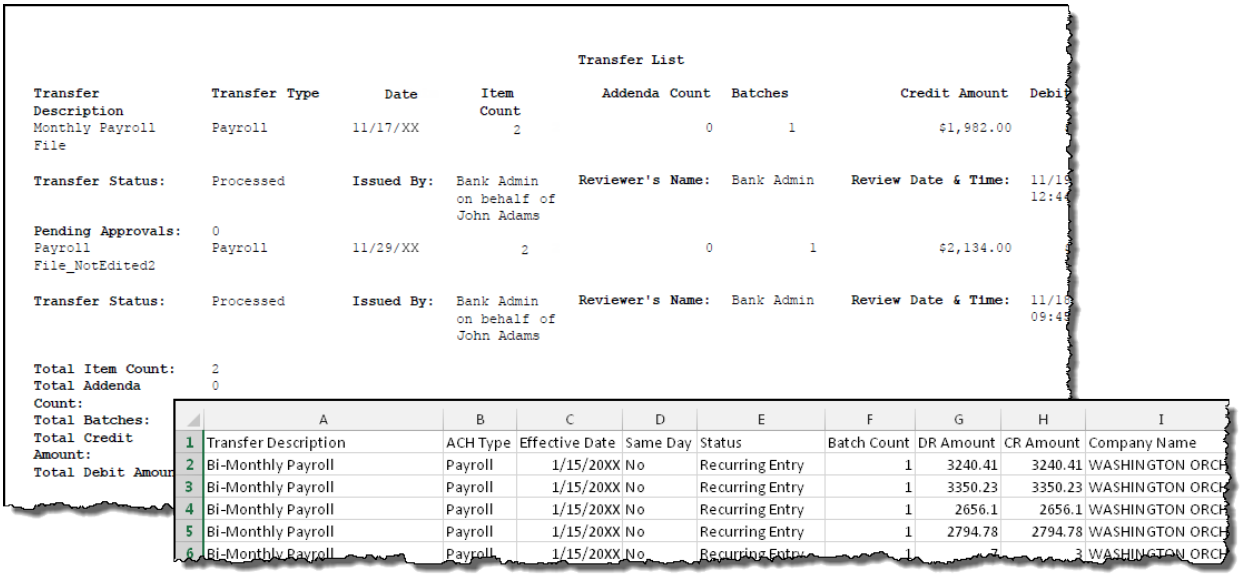
Use the Activity Report box to select the report format and the type of data to include.

You can click the **Select** button to open the Activity Report Selection box. The Activity Report Selection box enables you to select the specific transaction activities that the system includes in the report.



Use the Activity Report Selection box to specify which transactions to include in the report.

Sample PDF and CSV Transfer Reports



Transfer List

Transfer Description	Transfer Type	Date	Item Count	Addenda Count	Batches	Credit Amount	Debit
Monthly Payroll File	Payroll	11/17/XX	2	0	1	$1,982.00	

Transfer Status: Processed Issued By: Bank Admin on behalf of John Adams Reviewer's Name: Bank Admin Review Date & Time: 11/19 12:44

Pending Approvals: 0

Payroll File_NotEdited2	Payroll	11/29/XX	2	0	1	$2,134.00	

Transfer Status: Processed Issued By: Bank Admin on behalf of John Adams Reviewer's Name: Bank Admin Review Date & Time: 11/16 09:49

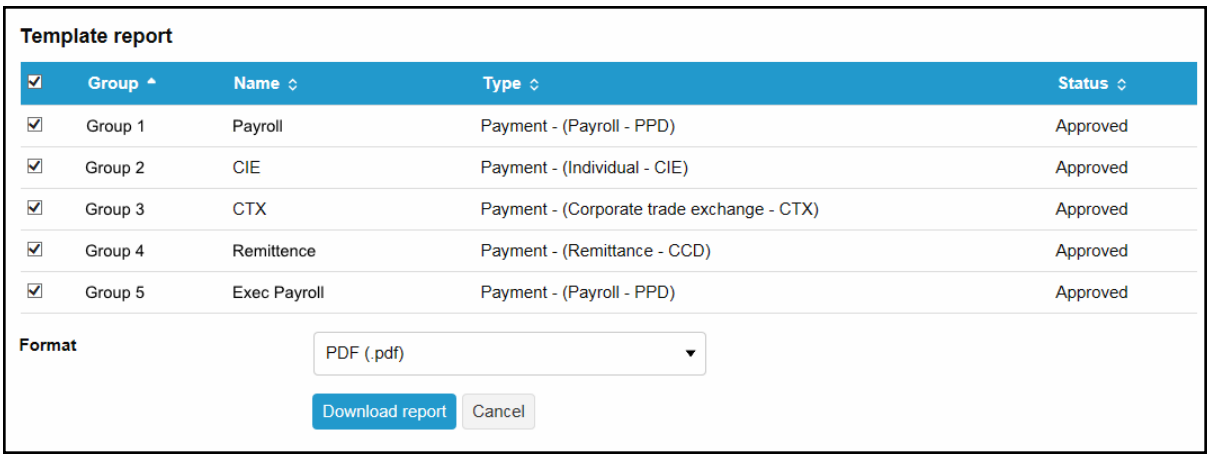
Total Item Count: 2
Total Addenda Count: 0
Total Batches:
Total Credit Amount:
Total Debit Amoun

	A	B	C	D	E	F	G	H	I
1	Transfer Description	ACH Type	Effective Date	Same Day	Status	Batch Count	DR Amount	CR Amount	Company Name
2	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1	3240.41	3240.41	WASHINGTON ORCH
3	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1	3350.23	3350.23	WASHINGTON ORCH
4	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1	2656.1	2656.1	WASHINGTON ORCH
5	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1	2794.78	2794.78	WASHINGTON ORCH
6	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1	[illegible]	[illegible]	WASHINGTON ORCH

You can generate sample PDF or CSV reports to view details about ACH transfers.

Template Reports

When you click on the **Report** button from the Templates page, the system opens up the Template report box. At this point the system is ready to include all the groups that it lists on the templates page at the time that you clicked the **Report** button. With the Template report box you can fine tune the report by selecting the check boxes for individual template groups and decide which template groups that you want the system to include when it generates the report. Once you make your selection, you can select either **PDF (.pdf)** or **Comma-separated values (.csv)** from the **Format** drop-down list and click **Download report**.



Template report

☑	Group	Name	Type	Status
☑	Group 1	Payroll	Payment - (Payroll - PPD)	Approved
☑	Group 2	CIE	Payment - (Individual - CIE)	Approved
☑	Group 3	CTX	Payment - (Corporate trade exchange - CTX)	Approved
☑	Group 4	Remittence	Payment - (Remittance - CCD)	Approved
☑	Group 5	Exec Payroll	Payment - (Payroll - PPD)	Approved

Format PDF (.pdf)

Download report Cancel

You can generate PDF or CSV formatted template reports.

Sample PDF and CSV Template Reports

Template List

MyFinancial Inc

Template Name	ACH Type	Group Name	Status	Created By	Approved By
Payroll	Payment - Payroll	Bi-monthly Payroll	Approved	John Adams	No Approval Req
Fed Taxes	Payment - Federal taxes	Monthly Fed Payment	Approved	John Adams	No Approval Req
State Taxes	Payment - State taxes	Monthly State Payment	Approved	John Adams	No Approval Req

	A	B	C	D	E	F	G
1	Template Name	ACH Type	Status	Tax Identification Number	Template Group Description	Created By	Approved By
2	Payroll	Payment - Payroll	Approved	XXXXX5522	Bi-monthly payroll	john Adams	No Approval
3	Fed Taxes	Payment - Federal taxes	Approved	XXXXX5522	Monthly Fed Payment	john Adams	No Approval
4	State Taxes	Payment - State taxes	Approved	XXXXX4500	Monthly State Payment	john Adams	No Approval

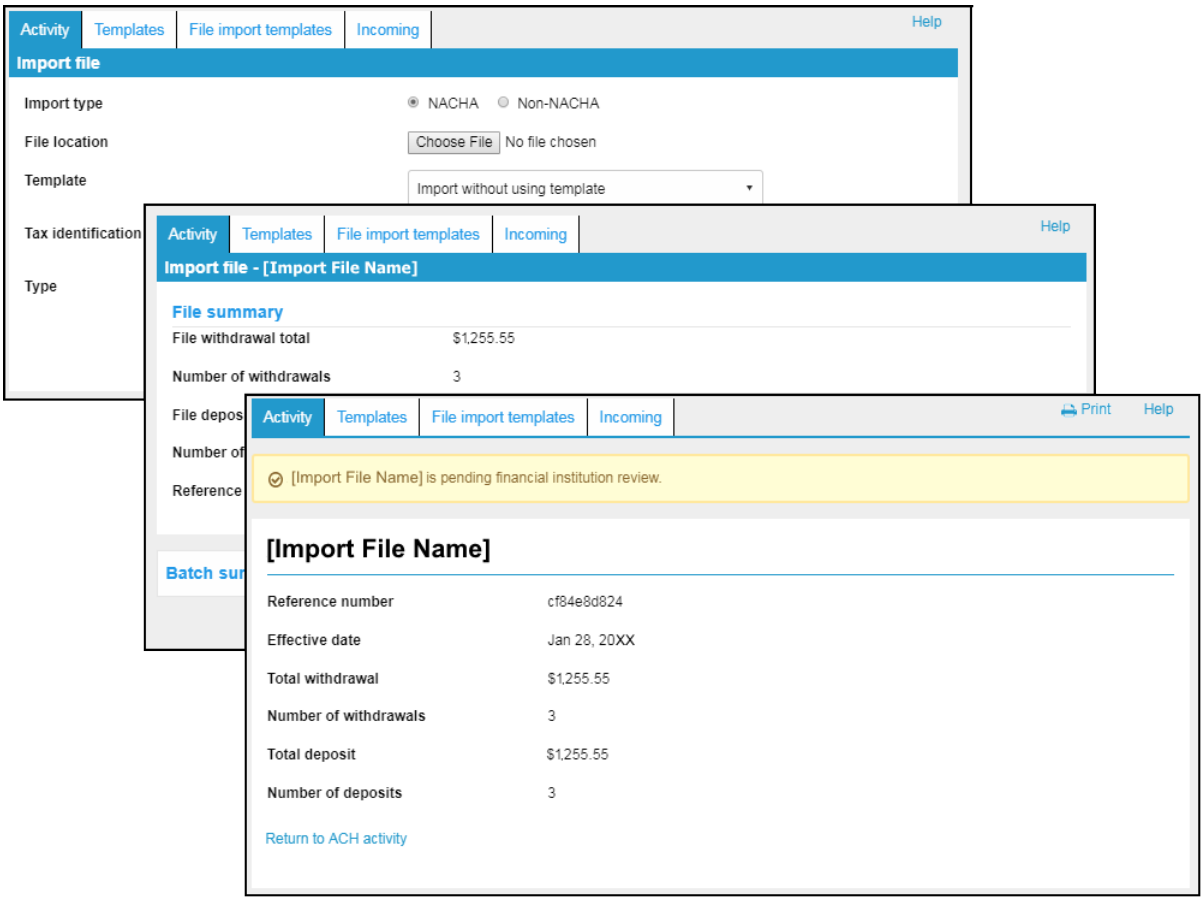
You can generate sample PDF or CSV reports to view details about ACH templates.

Import File

You can access the import NACHA and Non-NACHA files functionality directly from the main ACH Activity page by clicking ⊕ **import file**.

Import NACHA Files

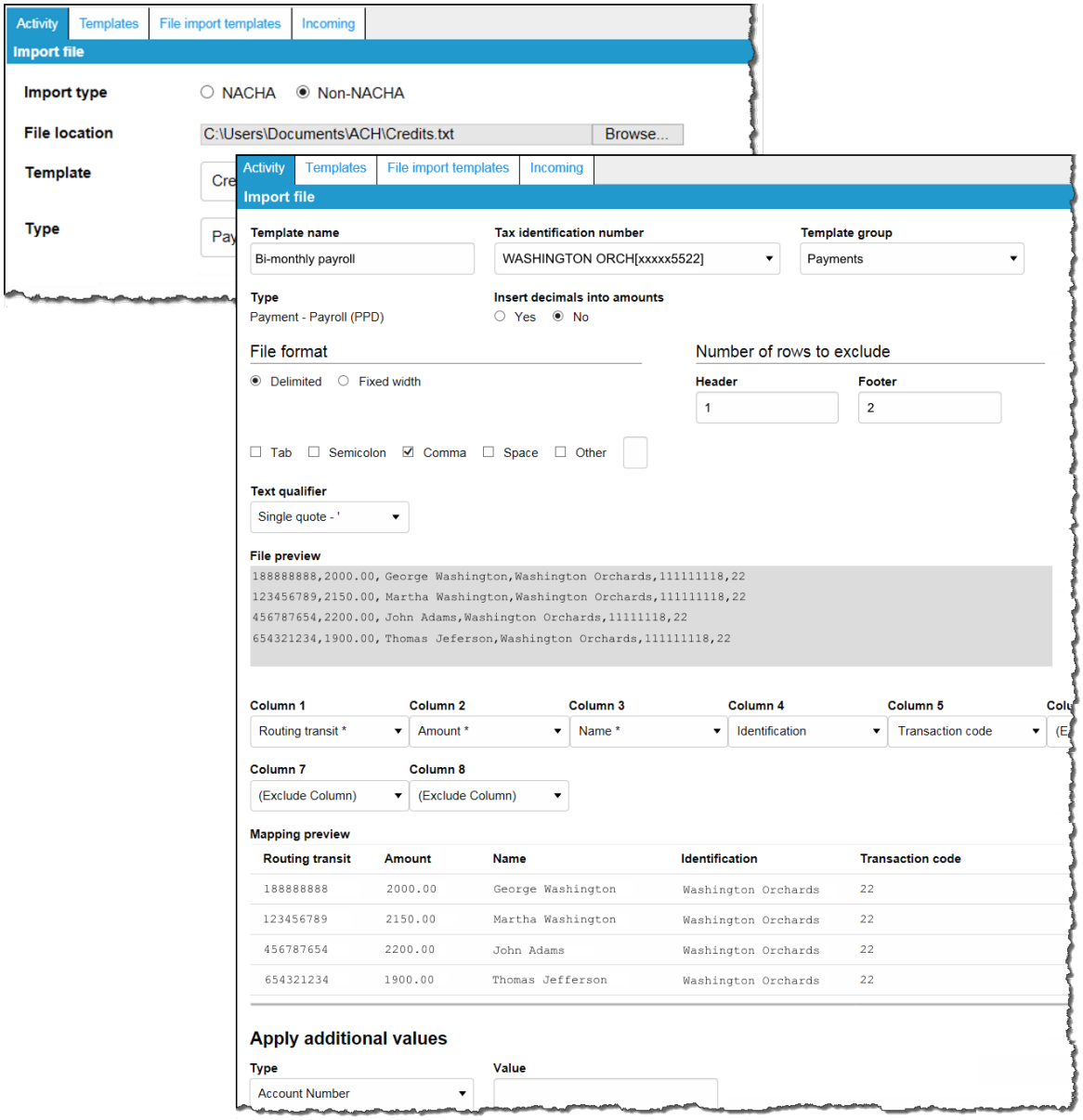
Once you click ⊕ **import file** you can select whether you are importing a NACHA or Non-NACHA file and then select the appropriate file to import.



Importing a NACHA file is a quick three step process.

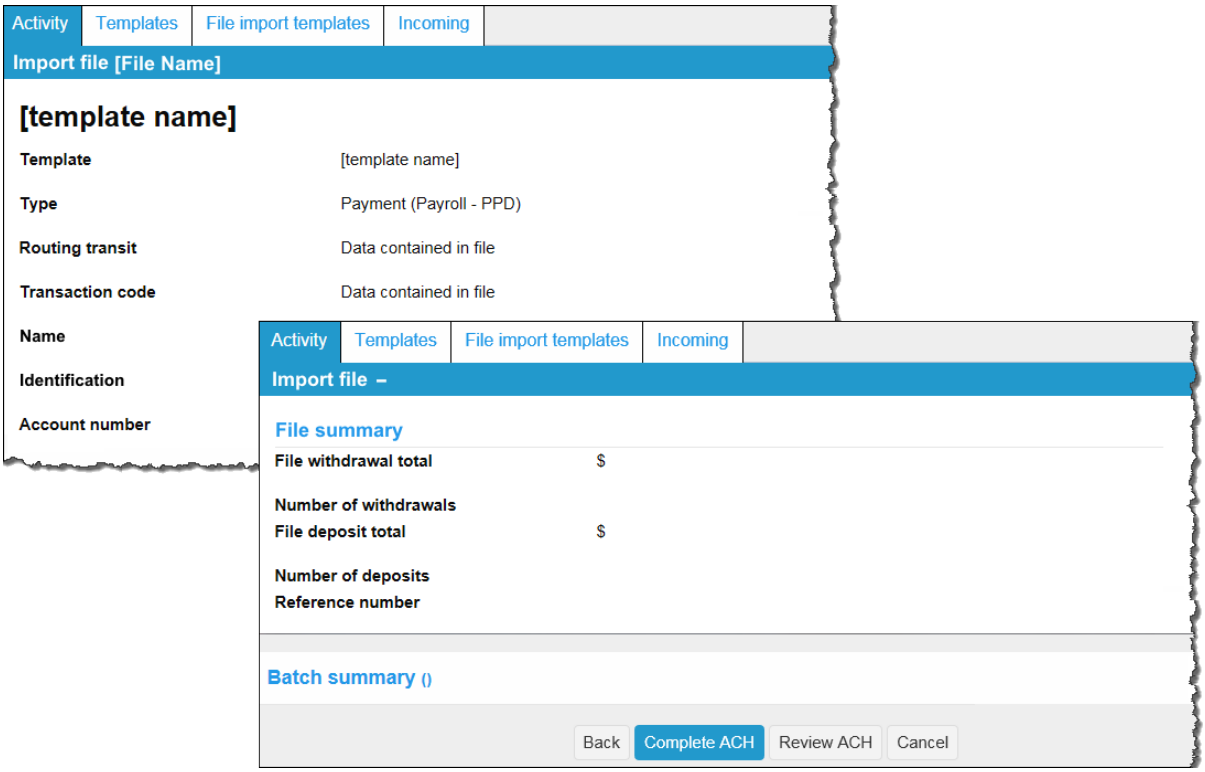
Import Non-NACHA

We have simplified the process for importing Non-NACHA file by combining steps, thus resulting in four easy steps. In addition, the system automatically populates additional information in the File format section such as **Delimited** (and associated type) or **Fixed width**, **Header** and **Footer** rows to exclude, and any **Text qualifier** (if there is one). Also, as you define each column in the File format section, the system displays a Mapping preview to show you how the system maps each piece of data.



The File format section reduces the number of steps that you need to take when importing a Non-NACHA file and provides a Mapping preview.

Once you review the data mapping and file summary, you can complete the import process by clicking **Complete ACH**.



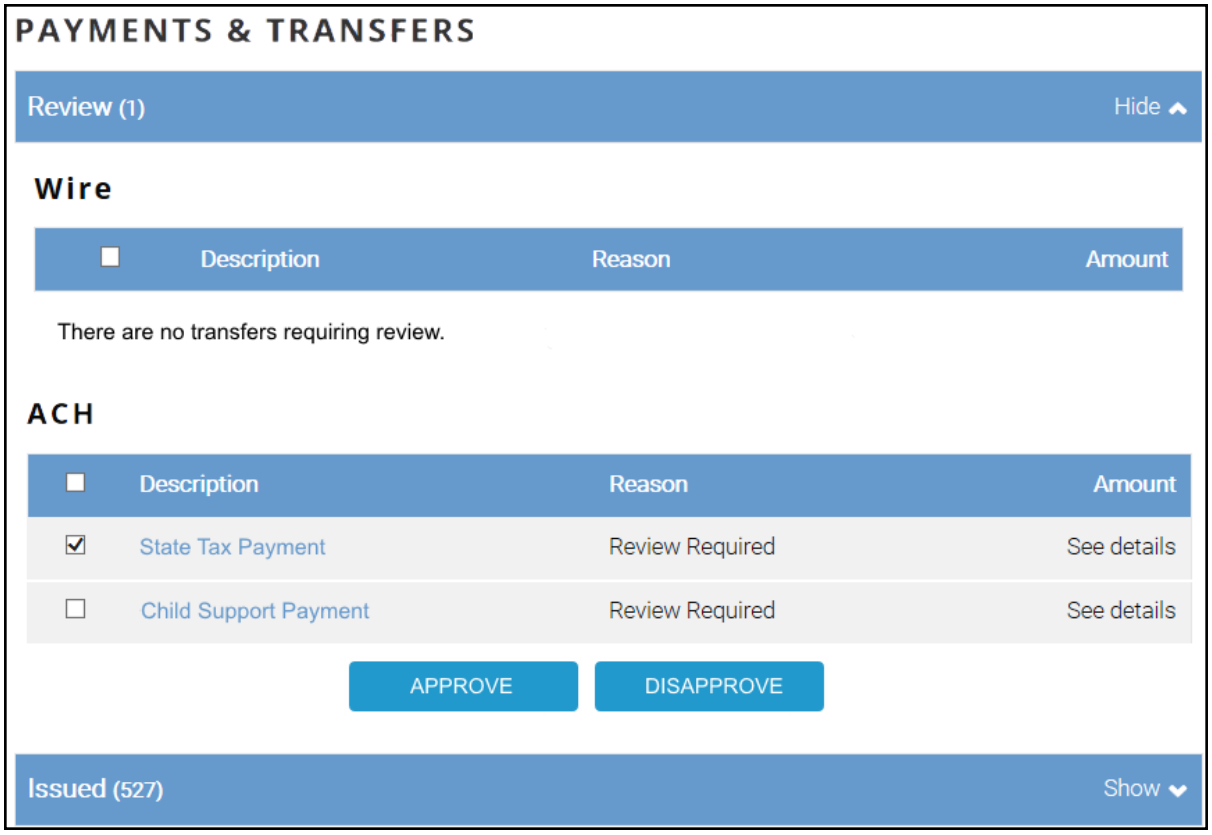
Importing Non-NACHA files is easier than ever.

Payments & Transfer Review

We have simplified the process of reviewing ACH transfers by limiting the review and approval process to a single access point, the Payments & Transfers review for ACH Manager widget on the Business Online Home page. Previously, the ability to review ACH transfers was accessible from both the Home page widget and from the ACH Manager application which was accessible from the **Management Tools** menu.

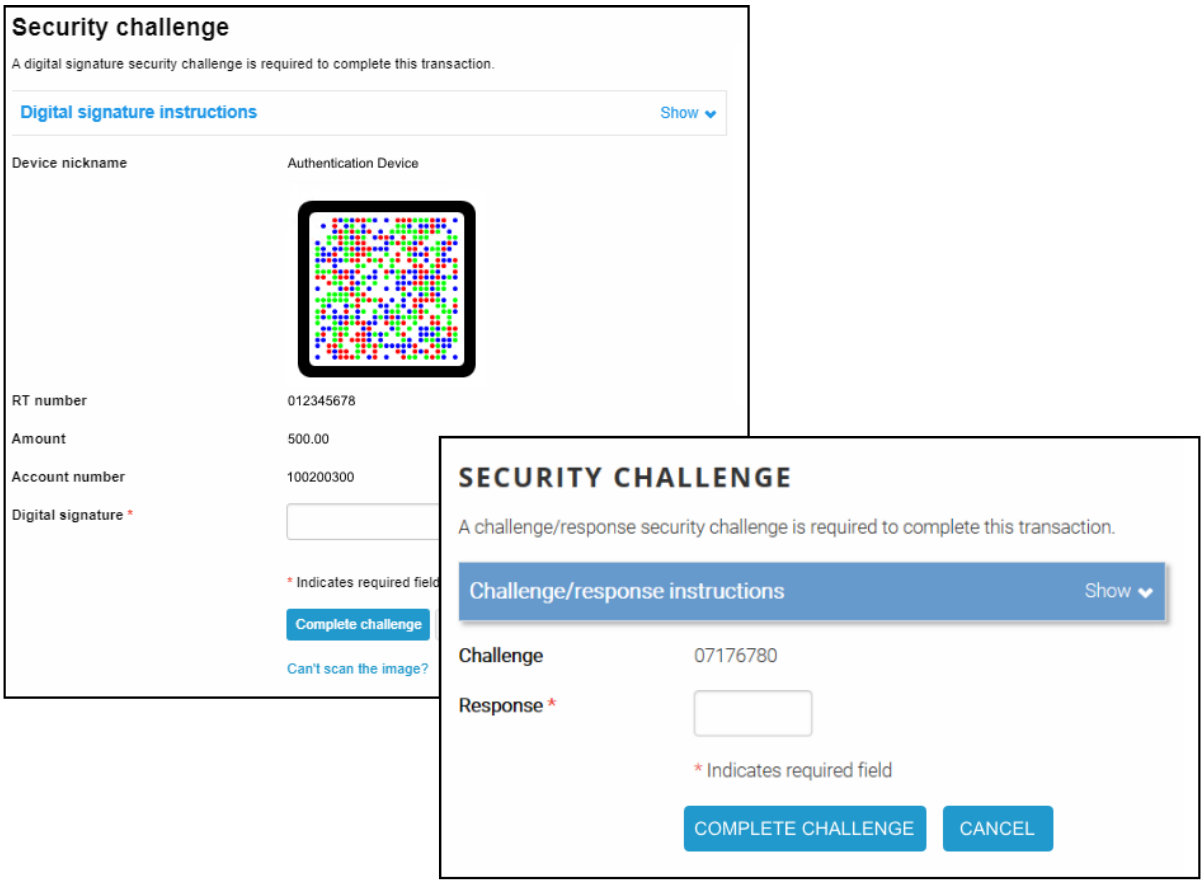
To see the details of the transfer prior to approving it you can click the **Description** for the transfer and the system expands the page to display the details.

You can approve or disapprove multiple transfers at once by selecting individual check boxes or you can select all transfers for approval or disapproval by selecting the **Description** check box and then clicking the appropriate **Approve** or **Disapprove** button.



The Payments & Transfers widget for ACH is the single access point for reviewing and approving ACH transfers.

Once you click **Approve** or **Disapprove**, the system displays one of the following the Security Challenge boxes, depending on your Multifactor Authentication security settings. Once you type your credentials, you can click **Complete Challenge** to approve the transfer.

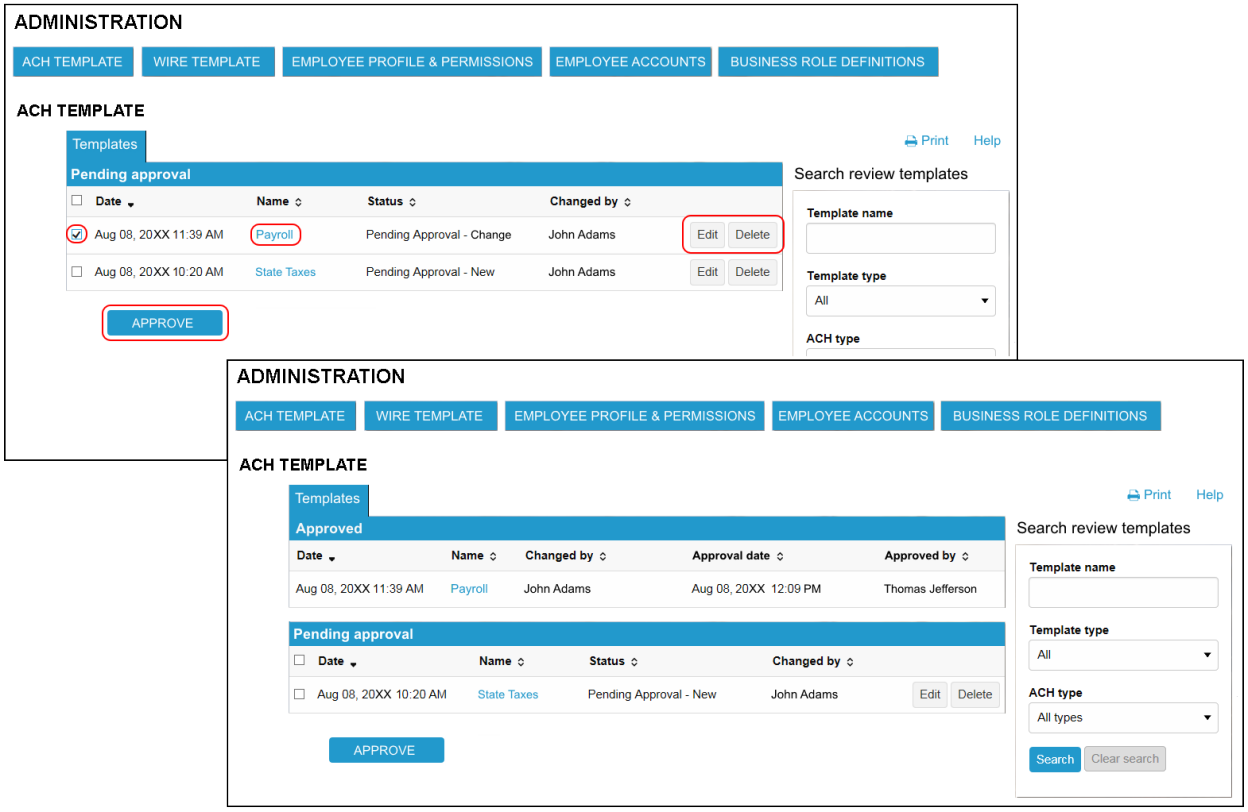


Type your security token credentials to approve the transfer.

Template Review

You can review new templates or changes made to templates using the **Administration** option on the Business Online Home page. Once you navigate to the ACH Template review page you have several options:

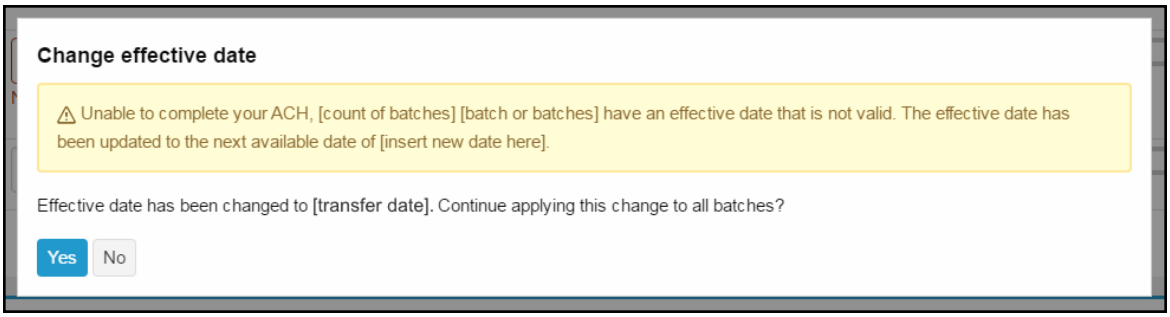
- Click on the **Name** hyperlink for the template to see details about the template.
- Click **Edit** to make additional changes to the template.
- Click **Delete** to delete the template.
- Select the appropriate check box for the new or modified template and click **Approve**. The system then updates the page to show which templates you approved and which ones are still pending approval.



The ACH Template review page enables you to quickly inquire on, edit, delete, or approve templates.

Change Effective Date Warning for Multi-batch Files

In a multi-batch file, if dates are invalid (either too far in the future or past), the user is presented with a warning message and the system does not process the transfer until the user makes a decision.



The system provides the user with the option to either correct the dates or to cancel the transfer.

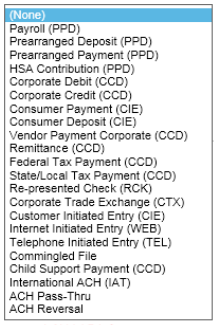
Changes For Business Online Clients

ACH Transfer Types

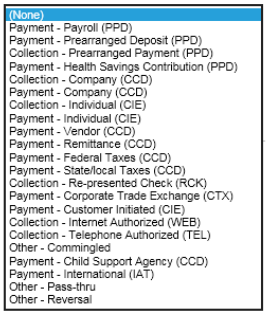
We updated the ACH Transfer Types listed in the ACH Manager User Interface for Business Online. We list the changes in the table that follows.

ACH Transfer Types ***Previous***	**ACH Transfer Types*****Current***	**ACH Transfer Types** **New**
Payroll (PPD)	Payment – Payroll (PPD)	Payments Payroll – PPD
Prearranged Deposit (PPD)	Collection– Prearranged Deposit (PPD)	Collections Prearranged deposit – PPD
Prearranged Payment (PPD)	Payment– Prearranged Payment (PPD)	Payments Prearranged payment - PPD
HSA Contribution (PPD)	Payment – Health Savings Contribution (PPD)	Payments Health savings contribution – PPD
Corporate Debit (CCD)	Collection – Company (CCD)	Collections Company - CCD
Corporate Credit (CCD)	Payment – Company (CCD)	Payments Company - CCD
Consumer Payment (CIE)	Payment – Individual (CIE)	Payments Individual - CIE
Consumer Deposit (CIE)	Collection – Individual (CIE)	Collections Individual - CIE
Vendor Payment Corporate (CCD)	Payment – Vendor (CCD)	Payments Vendor - CCD
Remittance (CCD)	Payment – Remittance (CCD)	Payments Remittance - CCD
Federal Tax Payment (CCD)	Payment – Federal Taxes (CCD)	Payments Federal taxes – CCD
State/Local Tax Payment (CCD)	Payment – State/local Taxes (CCD)	Payments State/local taxes - CCD

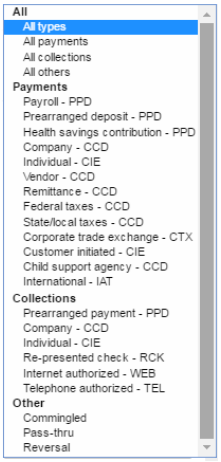
ACH Transfer Types *Previous*	ACH Transfer Types *Current*	ACH Transfer Types New
Re-presented Check (RCK)	Collection – Re-presented Check (RCK)	Collections Re-presented check - RCK
Corporate Trade Exchange (CTX)	Payment – Corporate Trade Exchange (CTX)	Payments Corporate trade exchange - CTX
Customer Initiated Entry (CIE)	Payment – Customer Initiated (CIE)	Payments Customer initiated - CIE
Internet Initiated Entry (WEB)	Collection – Internet Authorized (WEB)	Collections Internet authorized - WEB
Telephone Initiated Entry (TEL)	Collection – Telephone Authorized (TEL)	Collections Telephone authorized - TEL
Commingled File	Other - Commingled	Other Commingled
Child Support Payment	Payment – Child Support Agency (CCD)	Payments Child support agencies - CCD
International ACH (IAT)	Payment - International (IAT)	Payments International - IAT
ACH Pass-Thru	Other – Pass-thru	Other Pass-thru
ACH Reversal	Other - Reversal	Other Reversal



ACH1151 3.X



ACH1151 4.0



ACH1161 4.0

Both the ACH Manger User Interface and ACH Manager Business Online User Interface use an updated ACH type list.

Appendix A - Field Name Changes

We updated many of the field names for the ACH Manager User interface. We list the changes and their location in the table that follows.

Common Transfer Overview

Field Names for the Current User Interface	Field Names for the New User Interface
Total Credit Amount	Total deposit
Total Debit Amount	Total withdrawal
Transfer Type	Type
Recurring Frequency	Frequency
Recurring End Date	End date
Non-Processing Date Option	For non-business day use
Company Name	Company
Company Entry Description	Company Description

Transfer From/Transfer To and Pay from/Pay to

Field Names for the Current User Interface	Field Names for the New User Interface
Account Number	Account
Employee Name	Name
Employee ID	Identification
R/T Number	Routing transit

Batch

Field Names for the Current User Interface	Field Names for the New User Interface
Batch	Name
Company Name	Company
Company Entry Description	Company description

Child Support Payment/Child support agencies

Transfer To/Pay to

Field Names for the Current User Interface	Field Names for the New User Interface
R/T Number	Routing transit
Medical Support Identifier	Medical support
FIPS Code	County (FIPS) code
Employment Termination Identifier	Employment status

Federal Tax Payment

Payment Details/Payments

Field Names for the Current User Interface	Field Names for the New User Interface
Tax Description/Tax Type Code	Tax Description
Amount Type	Type
Amount Type Description	Type Description

Transfer To/Pay to [Originator]

Field Names for the Current User Interface	Field Names for the New User Interface
Originator Name	Name
Originator City	City
Originator Street Address	Street
Originator State/Providence	State
Originator Postal Code	Postal code
Originator Country	Country
Originator DFI Identification Number Qualifier	Identification qualifier
Originator DFI Identification	Identification
Originator DFI Branch Country Code	Branch country code

Transfer To/Pay to [Reciever]

Field Names for the Current User Interface	Field Names for the New User Interface
Receiver Name	Name
Receiver City	City
Receiver Street Address	Street
Receiver State/Providence	State
Receiver Postal Code	Postal code
Receiver Country	Country
Receiving DFI Identification Number Qualifier	Identification qualifier
Receiving DFI Identification	Identification
Receiving DFI Branch Country Code	Branch country code

State Tax Payments

Payment Details/Payments

Field Names for the Current User Interface	Field Names for the New User Interface
Taxpayer ID	Identification
Tax Description/Tax Type Code	Tax description
Taxpayer Verification	Verification
Tax Agency Account	Account
Tax Agency RT	Routing transit
Amount Type Description	Type description

Templates

Field Names for the Current User Interface	Field Names for the New User Interface
Amount Range	From amount To amount

Transfer From/Pay from

Field Names for the Current User Interface	Field Names for the New User Interface
Default Amount	Amount

Transfer To/Pay to

Field Names for the CurrentUser Interface	Field Names for the New User Interface
Employee Name	Name
Employee ID	Identification

File Import Template

NACHA

Field Names for the Current User Interface	Field Names for the New User Interface
Amount Range	From amount To amount

Non-NACHA

Field Names for the CurrentUser Interface	Field Names for the New User Interface
ACH Type	Type
Number of Header Rows to Exclude Number of Footer Rows to Exclude	Number of rows to exclude Header Footer
R/T Number	Routing transit
Employee Name	Name
Employee ID	Identification
Account Number	Account

Offset Account Options

Field Names for the Current User Interface	Field Names for the New User Interface
Add Offset Account to File	Select offset account