

ACH/Wire Processing

Setup Template

Navigate to Move Money > Manage Payment Templates.

- Ability to setup template types:
 - (PPD) Template.
 - (CCD) Template.
 - Setup domestic/international wire template. (If Applicable) Note: International wires must be US funds.
- Once templates are setup, if there are other Admins or users with template approval, the templates will need to be Approved.
- Verify Manage payment template lists all the templates under "Approval Pending." (If Applicable)
 - Make sure alerts for payments that will exceed company limits are presented in Queues.
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Notification Emails to Users/Approvers (If Applicable)

- Once template is created a verification email will be sent: ACH and Wires.

Approver Actions Needed

- View template details within Approval section.
 - Approve templates – Click to approve template. (If Applicable)
 - Declined templates – action cannot be undone. Email will be sent.
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ACH Pass Through: ACH File Created in Another System Outside of CSB's Business Online Banking

Navigate to Move Money > Upload ACH Pass Through file.

- Ability to successfully upload a balanced Pass Through file. (If Applicable)
 - ACH Pass Through file appears within the "Processed Payments" section.
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Make Payments

Navigate to Scheduled Payments > Make or Collect Payments.

- Setup Payment (PPD).
- Setup Payment (CCD).
- Setup Payment for Domestic Wire or International Wire. (If Applicable)

Note:

- Payment will be submitted for approval. Can be cancelled until processed by CSB.
 - For repeating payment, next processing date will be indicated.
 - If approval is needed, "Approval Pending" will display.
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Approver Options

- Call me – To confirm press 1 and to deny press 3.
 - Text me – A code is generated to mobile phone, reply with 6-digit code to securely confirm.
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Verify Manage Payment Template Features

Navigate to Move Money > Manage Payment Templates.

- Approved templates are sorted alphabetically.
 - Capability to search templates. All ACH and Wire templates are here.
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Modify Recipients (Add/Edit/Delete Recipients Within a Template)

Navigate to Move Money > Manage Payment Templates>Options > Edit Template.

- Add recipients.
 - Edit recipients.
 - Delete recipients.
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Cancel a Previously Scheduled Transaction

Navigate to Schedule Payments.

- Click on template name, modify, and click "Cancel Payment."