

ACH User Guide

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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 pay roll, 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 <u>www.key.com</u>, log into **KeyNavigator**.
- Choose the Payables section of KeyNavigator and select ACH.

KeyNavi	gator® KeyBank	⊘ -π						Message Center	Support	CARTINISTRATION	🕩 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services					
Payables	enure tools to streamline initia	ting domestic or	International	Accou	unt Reconcilement		> >	Fraud Services			>
payments, ma	ximize working capital, and m	anage payments	to reduce fraud.	ACH	Direct		>	Transaction Services			>
				Book	Transfer		>	Wires			>
				Foreig	n Drafts		>				

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.

hboard Reporting & I	Research	Payables	Receivables	File Services	Card Services	Specialized Services		
ACH Menu								JANE SM
ACH Home							Add Widget	
Payment Management User Maintenance	-							
Beneficiary Address Book								*
Alerts Center								
Audit Information	y in ported.							View
Report Management	its and/or tr	ansfers need yo	ur review.					View
3 Payments and	for transfers a	awalt your approv	al.					View
0 New users nee	d your review a	and approval.						View
Recurring Pay	ments and/or	Transfers recent	ly failed.					View



• 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.

ACH Menu	TARA MONASTERO Last Login: 08/10/2022 02:12 PM
ACH Home	Add Widget 🗸
Notifications	Add Widget Alerts Center Audit Information Beneficiary Address Book Download
6 Files were recently imported.	File Import History Import Map
4 Recurring Payments recently failed.	Notifications Payments List View Recurring Payment Exceptions
2 New users need your review and approval.	Reports Management Template List View
0 Rejected payments need your review.	View
9 Payments await your approval.	View
22 Payment Templates await your approval.	View

- 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.

							⊘ Remove ☆ Resize
Payment	s List View						÷
Max display	of info: 400 day	ıs (i)					
⊕ Add a Ne	w Payment 🕀) Quick Entr	y ⊕ File Import			🖶 📮 🗘 08/10/202	22 03:19 PM
Filter Sele	ct fields		•			All Payments •	5 Filters
	Actions	ID	Beneficiary	Client Account Name	Payment Type	From Acco	unt 🔆 :
	View 👻	3011	MULTI	IRVING FOREST PRODUCTS INC	Telephone Initiated Coller	ctions 1996810005	527 (į) ,
	View 👻	3111	Tara Employee On-us	TEST ACCOUNT 1	Payroll	1913340094	i01 (i)

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.



CH Home	Add Widget	
Notifications		*
Files were recently imported.		View
Rejected payments and/or transfers need your review.		View
3 Payments and/or Transfers await your approval.		View
New users need your review and approval.		View
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.

Payments List View									*
Max display of info: 400 days (i)									
⊕ Add a New Payment ⊕ Quick	Entry 🕀 File Import					ŧ) [] 🗘 (8/	10/2022	03:34 PM
Filter Select fields	•				Set As Def	fault	ected Payments	¥	5 Filters
All Actions ID	Beneficiary	Client Account Name	Payment Type	From	Account	Status	Currency	Amo	unt 🔆 \
		There	is no content						
4									•
Viewing 0-0 of 0 records					Displ	ay 50 👻	per page < Page	1 -	• of 1 >
Approve Unapprove	Reject Delet	e							

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.



nax ulspiay	or mio. 400 days	τ ω						0 00 10 10 10 10 10 1 M
Add a Ne	w Payment 🛞	Quick Entry	port					8 B
ilter Sele	ect fields						Set As Default	Payments Requiring Approval *
	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	+ Save view
	View 👻	200001744 ①	MULTI	90.00	05/29/2020	Entered	Corporate/Vendor Payments	All Payments
	View +	327340031449 ①	Connie Crawford	47.00	05/28/2020	Entered	Con-umer Payments	Approval Window Passed
	View ++	329681113505 (1)	Jon Jacobs	200.00	05/26/2020	Entered	Payoli	Approved Payments Future Dated Payments
Viewing 1-3	of 3 records						pisplay 50 - per	Imported Payments

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.

ayments I	List View								
lax display of	info: 31 days 🛈							○ 01/17/2019 0	04:23 F
Add a New	Payment @ Quick I	Entry @ File Import							A
									100
Calaat	Falda							Uncoming Down	
Iter Select	fields	•						Upcoming Paym	nents
Iter Select	fields	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Upcoming Paym Approval Cutoff	nents
Iter Select	fields Actions View ~	From Account 479681230000(①	Beneficiary MULTI	Amount 7,551.18	Value Date 02/01/2019	Status Entered	Payment Type Payroll	Approval Cutoff 02/01/2019 20:00 EST	nents
Iter Select	fields Actions View ~ View ~	From Account 4796812200000 ① 4796812200000 ①	Beneficiary MULTI ABC Supply Company	Amount 7,551.18 5,555.00	Value Date 02/01/2019 02/01/2019	Status Entered Entered	Payment Type Payroll Corporate/Vendor Payments	Upcoming Paym Approval Cutoff 02/01/2019 20:00 EST 01/31/2019 20:00 EST	nents
iter Select	fields Actions View - View - View - View -	From Account 479681220000X ① 479681220000X ① 479681220000X ①	Beneficiary MULTI ABC Supply Company XYZ Services Inc	Amount 7,551.18 5,555.00 2,500.00	Value Date 02/01/2019 02/01/2019 02/01/2019	Status Entered Entered Entered	Payment Type Payroll Corporate/Vendor Payments Corporate Collections	Upcoming Paym Approval Cutoff 00/01/2019 20:00 EST 01/31/2019 20:00 EST 01/31/2019 20:00 EST	nents ;



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.

								€ 01/	17/2019 04:2
dd a New Select	Template File Ir	-						A	etive Template
All	Actions	Template Name	Template Description	From Account	Beneficiary	Payment Type	Status	Amount	Schedule
8	View -	corpcoll	CorpColl-01	4796812XXXXX (1)	XYZ Services Inc	Corporate Collections	Approved	0.00	
9	View -	corppay	CorpPay-01	4796812XXXXXX (1)	ABC Supply Company	Corporate/Vendor Payments	Approved	0.00	
i .	View 👻	payroll	Payroll-01	4796812XXXXX (1)	MULTI	Payroll	Approved	7,551.18	
1	View 👻	conscoll	ConsColl-01	4796812XXXXXX (1)	George Jones	Consumer Collections	Approved	0.00	
wing 1-4 of	4 records						Display 50	• per page < Page	1 • of

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.

								C 05/15/2020 08:25 PM
Add a Ne	w Template 🛞	File Import						8 8
ter Sele	ct fields	•					Set As D	efault My Templates *
	Actions	Template Name	Template Description	From Account	Beneficiary	Payment Type	Status	+ Save view
	View 👻	GooseLandPyrl	Mother G's Long Timers	327821001010 ①	MULTI	Payroll	Entered	Active Templates
	View -	Rebates	Quarterly Discount	200001744 ①	MULTI	Consumer Payments	Approved	All Templates
	View	CEOpayout	Monthly Bonus	327340031449 ①	Brittany Braggs	Payroll	Approved	Deleted Templates
iewing 1-3	of 6 records					Display 3	• per page	My Templates Rejected Templates
								Scheduled Templates



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.

Template List View	,							\$
⊕ Add a New Template	⊕ File Import					0 🕄 6	08/10/2022	03:37 PM
Filter Select fields	•				Set As Default	My Templates	Ŧ	💋 Filters
All Actions	Template Name	Template Description	From Account	Beneficiary	Payment Type	Status	Amount	Settec
			There is no content					
4								۱.
Viewing 0-0 of 0 records					Display 50	▼ per page <	Page 1	• of 1 >
Approve Unappro	ve Reject	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.



Add a Ne	w Payment 🛞	uick Entry 🛞 File Impor	t					0
Filter Sele	ct fields							Upcoming Payments
	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff
	View +	4796812XXXXX ①	MULTI	7,551.18	02/01/2019	Entered	Payroll	02/01/2019 20:00 1
	View -	4796812X0XXX ①	ABC Supply Company	5,555.00	02/01/2019	Entered	Corporate/Vendor Payments	01/31/2019 20:00
	View -	4796812XXXXX (1)	XYZ Services Inc	2,500.00	02/01/2019	Entered	Corporate Collections	01/31/2019 20:00
Viewing 1-3	of 3 records						Display 50 - per page	< Page 1 ▼ of 1



• 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.

	oncentratio	n/Disbursement Payment						Payment To O.
Originator Information								
* Originator ID				* Value Date				
			*	İ				
Batch Description		Company Discretionary Data		Descriptive Date	Internal Comments			
							1.	
Beneficiary Information	Q	* Bank Code	q	* Account Number	* Account Type	* Debit/Credit	•,	Amount
Beneficiary Information	٩	* Bank Code	Q ,	* Account Number	* Account Type	* Debit/Gredit	•	Amount
Beneficiary Information * Name	Q	* Bank Code Discretionary Data	Q •	* Acsount Number	* Account Type *	* Debit/Credit	*	Amount
Beneficiary Information	Q	* Bank Code	Q *	* Account Number	* Account Type	* Debit/Credit	*	Amount
Beneficiary Information Name D Addenda Code	Q	* Bank Code Discretionary Data	Q V	* Account Number	* Account Type *	* Debt/Urvdit	*	Amount



- 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.

MILLINE .	Q	* Bank Code	Q	* Account Number		* Account Type	* An	ount				
Sam Stone		021372953	*	753159		Checking *		200.00	USD			
		KEYBANK NATIONAL ASSOCIATION										
		Discretionary Data				Internal Comment						
				Create Prenote	Hold							
Filter Select field	ds •						Edit Hold -	Edit Amounts -	All Benefici	aries		×
Filter Select fiek	ds •	Name		Bank Code	Account N	umber Account Type	Edit Hold + Amoun	Edit Amounts -	All Benefici Prenote	aries	Status	*
Filter Select fiek	Actions View =	Name Connie Crawford	***	Bank Code 021313569	Account N 357241	umber Account Type Checking	Edit Hold - Amoun 300.00	Edit Amounts - CCY USD	All Benefici Prenote No	aries Hold No	Status	*

- 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.

✓ 1 Payl ID: To: Fro An Val Pa	ment Approved 47 Multiple Benefici m: FEDERAL M/ iount 500.00 USE ue Date: 06/12/2 yment Type: Payr	aries ARKET CO) 020 roll	INC 1449 327340	031449					▲ Details	×
ax display Add a Nev Itter Sele	ofinfo:400 days v Payment ⊕ C ect fields		 ● File Import 						C 05/19/2020 02:1)3 Pf
	Actions	ID	Beneficiary	Payment Type	From Account	Status	Am	Value Date	Credit / Debit Indic	. 4
	View 👻	47	MULTI	Payroll	327340031449 ①	Approved	500.00	06/12/2020	Credit	
	View 👻	46	MULTI	Payroll	200001744 ①	Entered	300.00	06/05/2020	Credit	
	View 👻	10	MULTI	Corporate/Vendor Payments	200001744 ①	Approved	90.00	05/29/2020	Credit	
Viewing 1-3	of 13 records						Displa	y 3 ▼ per pag	e < Page 1 ▼ of	5)

2.4 Approve Payments

You may approve payments multiple ways:

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

- Payments can be approved via:
 - From the ACH Home screen, within the Notifications widget, you may click on view for the payments and/or Transfers await your approval.
 - In the ACH Payments List View (via the ACH Home screen or the Payment Management screen), simply click the **check box** to the left of the individual payment and click **Approve.**
 - Or click on **view** dropdown for an individual payment, 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 payment has been fully approved you will see a **Confirmation** box above the Payments List View widget, and the **Status** will change to **Approved**.

e							Entry File Import	Payment	Add a New I
.yments	Upcoming Par	The second second				1	•	fields	er Select
	Approval Cutoff	Payment Type	Status	Value Date	Amount	Beneficiary	From Account	Actions	e al
	02/01/2019 20:00 EST	Payroll	Entered	02/01/2019	7,551.18	MULTI	4796812000XX (D	naw -	
	01/31/2019 20:00 EST	Corporate/Vendor Payments	Entered	02/01/2019	5,555.00	ABC Supply Company	4796812000XX ①	• ew ·	×.
	01/31/2019 20:00 EST	Corporate Collections	Entered	02/01/2019	2,500.00	XYZ Services Inc	4796812XXXX (1)	wew -	2

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.

Template	List View								¢
⊕ Add a Nev	w Template 🧃	File Import					0 🖟 🖯	08/10/2022	2 03:37 PM
Filter Sele	ct fields	•				Set As Default	My Templates	•	💋 Filters
	Actions	Template Name	Template Description	From Account	Beneficiary	Payment Type	Status	Amount	Septec
				There is no content					
Viewing 0-0 o	of 0 records					Display 50	✓ per page <	Page 1	► of 1 >
Approve	Unapprove	e Reject	Delete						

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







- 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.

New Cash Concentration	on/Disbursement Template				Payment Total 0.00
Template Information					
* Template Code	Template Description	Bestrict			
Originator Information					
Originator ID					
Batch Description	Company Discretionary Data	Descriptive Date	Internal Comments		
Beneficiary Information			Stored with the transaction, but not forwarded with	the payment	
• Name Q	• Bank Code Q	* Account Number	Account Type	* Debit/Credit	Amount
ID.	*		•		
		Create Prenote 🐵 Hold			
Addenda Code	Addenda		Internal Comment		
		Characters Remaining: 80	Stored with the transaction, but not forwarded with	the payment	8
Beneficiary Exclusion Dates					

- 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.



05/20/2020	à	8		
Repeat every				
1 *	Month(s)	•		
On the				
1st +	Day			
Ends				
Upon further no	lice			
End by selected	date			
Transfer Date falls Previous busine	on a non-business day, transfer funds on: iss day O Next business day O Do r	tot transfer funds		
Transfer Date falls Previous busine Fremplate Histor	on a non-business day, transfer funds on: iss day O Next business day O Do r NY	tot transfer funds		
Transfer Date falls Previous busine Femplate Histo	on a non-business day, transfer funds on: iss day O Next business day O Do r nry	tot transfer funds		
Transfer Date falls Previous busine Femplate Histor Full Template H	on a non-business day, transfer funds on: iss day ONext business day ODo r Iny Istory	not transfer funds		
Transfer Date fails Previous busine Femplate Histo Full Template H	on a non-business day, transfer funds on: iss day ○ Next business day ○ Do r Pry istory	tot transfer funds		
Transfer Date fails Previous busine Femplate Histor Full Template H	on a non-business day, transfer funds on: Iss day Next business day O Do r ITY IIStory	not transfer funds		

• 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

Template List View

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

⊕ Add a Nev	w Template ①) File Import			Set	As Default Reject	C	2 03:51 PM
	Actions	Template Name	Template Description	From Account	Beneficiary	Payment Type	Status	Ampunt
	View 👻	Templatename	usedfor	199681000527 (j)	MULTI	Payroll		20.2
4								۱.
Viewing 1-1 o	of 1 records					Display 50 🗸 p	er 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**.

Template I	List View								¢
⊕ Add a New	Template 🕀	File Import					0 🕄 🖶	08/10/2022	03:55 PM
Filter Select	t fields	•			S	et As Default	Templates Pending Ap	proval 🔻	💋 Filters
	Actions	Template Name	Template Description	From Account	Benefic	ciary Paym	nent Type	Status	Ampu
	View 👻	cctest	cctest	191411000190 (j)	cctest	Corpo	prate/Vendor Payments	Entered	10.
	View 👻	Rent	Monthly	191411000190 (j)	Name	Corpo	prate/Vendor Payments	Entered	0.
	View 👻	Template2	Monthly	191411000190 (j)	MULTI	Corpo	orate/Vendor Payments	Entered	0.
•									•
Viewing 1-3 of	22 records					Display	3 → per page < 1	Page 1 ·	• of 8 >
Approve	Unapprove	Reject	Delete						

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	Мар						¢
⊕ Add In	nport Map				🖶 🖟 🖸	08/10/2022	03:57 PM
Filter	elect fields	•			All Accounts	•	💋 Filters
	Actions	Format Name	Description	Payment Type Description	Мар Туре	Owner	*
	View 👻	IKOTest	PPDCreditsDebits	Consumer Collections/Payments	Delimited	Client	
	View 👻	testDELIMITED	delete map	Payroll	Delimited	Client	
	View 👻	nachaCCD		Corporate/Vendor Payments	NACHA	Client	
4							•
Viewing	I-3 of 48 records			Display 3	▼ per page < Pa	age 1 👻	of 16 🗲
Delete	2						

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.

Format Section						
	Format Name	Description	Payment Type	Agency	Owner	4
	CSVPayroll	Payroll	Payroll		Client	
0	NACHA File Import	NACHA Format	NACHA File Import		System	
File Section	n					
Load the	file in test mode.					

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

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

- Fromhere, 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									¢
								🖶 🖟 🗘 ()8/10/2022	04:00 PM
Filter Select f	ields	•						My Imports	▼	💋 Filters
Actions	Import Date	File Name	Status	Import Type	Processed	Created	Rejected	Errors	Job ID	¢
				There is n	o content					
4										•
Viewing 0-0 of 0	records						Display 50	▼ per page < P	age 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.



⋫

🖶 📑 🧿 08/10/2022 04:02 PM

User Maintenance

Filter Sele	ct fields	•					Users	▼ 5ilters
	Actions	User ID	User Name	Disabled	Status	Legal Administrator	Last Approved Date	Activation Date 🔆
	View 👻	19BYRDSE	SERENA BYRD	No	Approved	No	08/05/2022 10:24:56	
	View 👻	19DRAEGE	CINDY DRAEGER	Yes	Approved	No	07/07/2022 16:29:43	
	View Moo	dify	PATTI EVANS	No	Approved	No	06/19/2019 09:05:56	
4	Disa	able						▶
Viewing 1-3 c	Del of 61 reco Cop	ete oy User				Displa	y 3 🔹 per page < Pa	age 1 • of 21 >
Approve	Delete	Restore						

24



- 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 Detail Assign Roles			
User Information			
User ID		Locale	Time Zone
FEDMARKET		English (United States)	US/Eastern
Hear Nama			
W DOWDALL			
Company 90073125			
00010120			
Status			
Approved			
Audit			
Entered by Entered on	Company		
_GTMSYS 02/10/2020 02:29 PM	CBAO		
Modified by Modified on	Company		
LESNEBE 02/10/2020 02:32 PM	I CBAO		
Approved by Approved on	Company		
1001000 00100000 00.00 0	CRAO		

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.



Beneficia	ry Address	Book						\$
⊕ Add New (Contact						🖶 📑 🧿 08/10/2	022 04:04 PM
Filter Selec	ct fields	•					All Contacts	Filters
	Actions	Name	Contact Type	Contact Name	Contact Email	Contact Phone	Contact Mobile	Status 🔆
	View 👻	ABC Company	Business	Rosemary Trusso				Approved
	View 👻	ABC Company	Business					Approved
	View Mod	lify 9E	Individual					Approved
•	Dele	ete						• •
Viewing 1-3 o	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	Contact Person Contact Name	
Address Line 2	Email	
Country	Phone	
	~	
City	Mobile	
State	Fax	
	~	
Postal Code		
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		r i
* 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.

ACH Menu		
* Alert Name		
* Alert Group	* Alert Type	* Alert Subject Line
-Select- *	-Select v	You may channe this subject line that annears on the email alert
* Recipient Type ● Recipients ○ Recipient Group ④ 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.

Add New Alert Add New Alert Add New Alert Alert Submitted Alert Submitted	20 04:26 Itails
✓ Alert Submitted	etails ;
nter Select fields •	
All Actions Alert Name Alert Group Alert Type Alert Subject Line Recip	nt
D MODIFY - Account Payables Dept Payments and Transf Templates Awaiting My Approval You Have Templates Awaiting Approval met.N	d Su,Kody
D MODIFY me Payments and Transf Payments Awaiting My Approval You Have Payments and/or Transfers Awaiting Approval Ginge	Group
MODIFY waiting for approval Payments and Transf. Payments Awaiting My Approval You Have Payments and/or Transfers Awaiting Approval brends	_p @key



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.

Alerts Ce	enter							*
Alerts	Recipient Groups	Recipients						
Add New Filter Sele	Alert act fields	•					⊕ □ ○ 08/10/2022 04:12 □	PM
	Actions	Alert Name	Alert Group	Alert Type	Alert Subject Line	Recipient	Time Zone	☆
				There is no content				
•								•
Viewing 0-0	of 0 records					Display 50	▼ per page < Page 1 ▼ of 1	>
Delete								

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.



							All Audit Info	mation
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 successfu	lly.
Core Services	User Activity	User	Logon	FreeForm	05/13/2020 10:45:	19INTERNAL	User logged on successfu	lly.
ACH	Batch Templates	Corporate/Vendor Payments	Add	FreeForm	05/13/2020 10:56:	19INTERNAL	Template Submitted Temp	late Name
ACH	Batch Templates	Corporate/Vendor Payments	Approve	FreeForm	05/13/2020 10:58	19INTERNAL	Template Approved Templ	ate Name
Payments and Transf	Reports	Template Detail Report	View	FreeForm	05/13/2020 10:59:	19INTERNAL		

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.

Reports Management						
Ither Select fields	•					C 01/31/2019 02:41 PI
Actions F	Report Name	Configuration Name	Public	Report Group	Report Subgroup	0
View /	ACH Company Report			Payments	Administrative	
View 0	Company Details			Adimin		
View C	Company Details Roles			Admin		
View C View F View 7	Company Details Roles Template Detail Report			Admin Admin Payments	Paymenta	

- 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.



Report Citeria
Report Criteria Company Company Company Company Serve this Report Rem Report Cancel Expert As
Company *Company 2000743 x* > ID > Name * Save the Report * Cancel Exercise Cancel Exercise Cancel Export A. * Cancel Export A. * Cancel Export A. * Company *
* Congeny 2000743 × > ID > Name Sees this Report Cancel Eport As
2007/43 × > IC > Name Same this Aspect Cancel Expert As
ID Name Save this Report Cancel Export As:
IC Name Save this Report Cancel Expert As
Name Save bis Report Cancel Export As
Same this Aspect Run Report Cancel Export As
Save this Report Cancel Export As
Save this Report Cancel Export As
Run Report Cancel Export As
Run Report Cancel Export As
Export As
KeyBank 🗁
ACH Company Report
Company Tamin Acti Company D Acti Company Iamin

- 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.

ACH Menu			
ACH Company Rep	Save Report Configuration	×	
Report Criteria			
¥ Compony	Configuration Name		
Company	Daleco - ACH Company		
* Company	Configuration Description		
26654382 *	Company payment permissions		
✓ ID ID 9438201002 - E	Shared Cancel		
✓ Name			
Name			

• 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.



KeyBank Image: Second	Run Report Cancel						
KeyBank Image: Second and Actio						🖌 Export As	
KeyBank Company Report Company Water Company Water 1234578 Company Water Company Discretionary Data Company Advess Company Advess US Originating Bank Off Set Bank Bank Stoff Anneen Kannee Stoff Anneen Kannee Kerleter Bank Bank Stoff Anneen Kerleter Bank						Export As CSV Export As Plain Text	
KeyBank Crew ACH Company Report Company Ware Company Discretionary Data For Company Market Company Discretionary Data For Company Address Company Address US Offset Bank Bank Stoff Company Bank Bank Stoff Company Address Constant Discusses Address Constant Constant Bank Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant <td colspan<="" th=""><th></th><th></th><th></th><th></th><th></th><th></th></td>	<th></th> <th></th> <th></th> <th></th> <th></th> <th></th>						
KeyBank ACH Company Report Company Marrie Company Marrie 1234597 Company Marrie 124597 Company Marrie Company Discretionary Data Company Address Full Company Address US Originating Bank Offset Bank Bank Marrie Other Bank Marrie Other Bank Marrie Other Bank Marrie Other Originating Bank Other Originating Bank Discompany Bank Bank Marrie Other Bank Marrie Other Bank Marrie Other							
KeyBank Constant ACH Company Report Company Server Company Server <							
ACH Company Report Convergence Name ACH Company Name Fail Company Name Company Address US Originating Bank Bank Bank Bank Bank Bank Bank Bank	к	KeyBank 🖓 🛪					
ACH Company Company Kame 12345678 ACHE WIDGETS DOB ACH Company ID ACHE Company Decretosary Data Trait Company Address Company Address US Originating Bank Offit Pron Account Best Bank Name Kontant Account Best Bank Name Company Rest Address Dial Account Decretosary Dial Account Decretosary Di							
12245978 ACME VIDCETS DGB 999999999 ACME OFFSET ACL Originator Info Company Discretions Full Company Name Company Address US Originating Bank Off I Fran Account Bank Name AdA Account Name Company Address Bank Name AdA Account Name Company Address Bank Address Bank Name AdA AdA Address Bank Address Bank Bank Address Bank Bank Bank Bank Bank Bank Bank Bank	AC	n Company Re	port	ACH Company ID	ACH Cremnativ Name	-	
Originator info Company Discretesionary Data Full Company Natives Company Address US Offset Bank Bank 0101 Bank 0101 Bank 0100309 Bank 0100309 Bank 0100309	123	345678 ACI	ME WIDGETS DGB	99999999999	ACME OFFSET A/C1		
Company Discretionary Data Fuil Company Address US Originating Bank Bank Bank Bank Bank Bank Bank Bank	Or	iginator Info					
Full Company Advises Company Advises US Originating Bank En	Cor	mpany Discretionary	Data				
US US Originating Bank Offset Bank Bank Amme Keglaw Account Messesses Bank Name Account Messessesses Bank Name Account Messessesses Bank Name Amme Amme Amme Amme Amme Amme Amme A	Ful	II Company Name					
US U	Con	mpany Address	110				
Originating Bank Offset Bank Bank 0101 Fram Account Name Bank Kame KogBank Account Name Bessesses AllA Octorosop Bank 1111			05				
Bank 0101 Fran Account 8888888888 Bank Name Keylewk Account 800 ADA Account 800 Bank 1111 XX Exchange Bark I1111	Ori	iginating Bank		Offset Bank			
participante avgenerita Accountination ODA Accountination Accountination ODA Accountination Accountination Accountination Accountination	Bar	nk ali Namo	0101	From Account	8888888888888		
EVE Syshanga Baf Indicator EV Data Back Nama	63/		041001039	Rank	1111		
LA MANDRAVE TA THE DELIX NOTICE REVEALED AND A CONTRACT OF A DELIX NOTICE REVEALED AND	FX	Exchange Ref Indicat	or FX Rate	Bank Name	KeyBank		

- 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.

eports Manag	ement					
ter Select fields	•					C 01/31/2019 02:41
Actions	Report Name	Configuration Name	Public	Report Group	Report Subgroup	
	ACH Comments Report			Payments	Administrative	
View	Ach company heport					
View View	Company Details			Admin		
View View View	Company Details Roles			Admin Admin		
View View View	Company Details Roles Templato Detail Report			Admin Admin Payments	Payments	