



ACH Origination Procedures for Monday, March 30

Important Notes for Processing

As we return to the ACH Services system, there should be minimal differences to what you were doing prior to moving to our Level 3 contingency plan. Below are just a few things to note.

ACH Receipt & Returns

ACH Receipt – Receipt files can be handled using the same standard procedures you normally use in the ACH Services system or your normal FTP process.

ACH Returns – Returns can be handled using the same standard procedures you normally use in the ACH Services system or via FTP.

- As a reminder, if you manually key in ACH Returns to the ACH Services system, you will need to release your returns to us so that we can receive them.

Additional Details

- Corporate ACH Settlement – Will process at the usual time. On Monday, March 30, will be posting any missing items from the previous week.
- Warehouse Items/Future Dated Items – We resume normal processing. If you previously warehoused your files, they will return to being warehoused. All identified warehouse items were released between Friday and Monday. You may need to use multiple POD (detail reports) reports to balance the activity as there will be timing differences. Utilize the POD reports from Friday and Monday to balance. If you are still missing some items, please contact Member Services and we will provide additional assistance.
- Detail Reports – This will return to what you are used to experiencing and will include anything that was done while the ACH Services system was down.
 - Note: As you are aware, we added ACH Upload and ACH Download buttons to Premier View last week to support our ACH Level 3 contingency processing. The ACH Upload button has been removed from the Premier View navigation since it is no longer needed. However, the ACH Download button will remain so you can continue to access the files that were processed last week for record retention.
- Parent/Child Relationships – If you previously received comingled files, receipt files will return to being comingled.