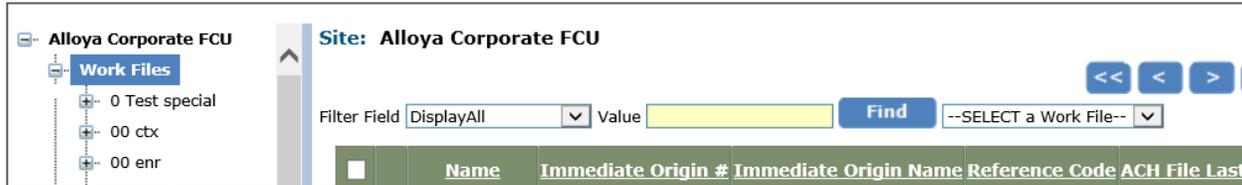


Creating a New One-Time Payment:

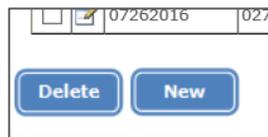
1. Select **Work Files** at the top of the screen once in ACH Services:



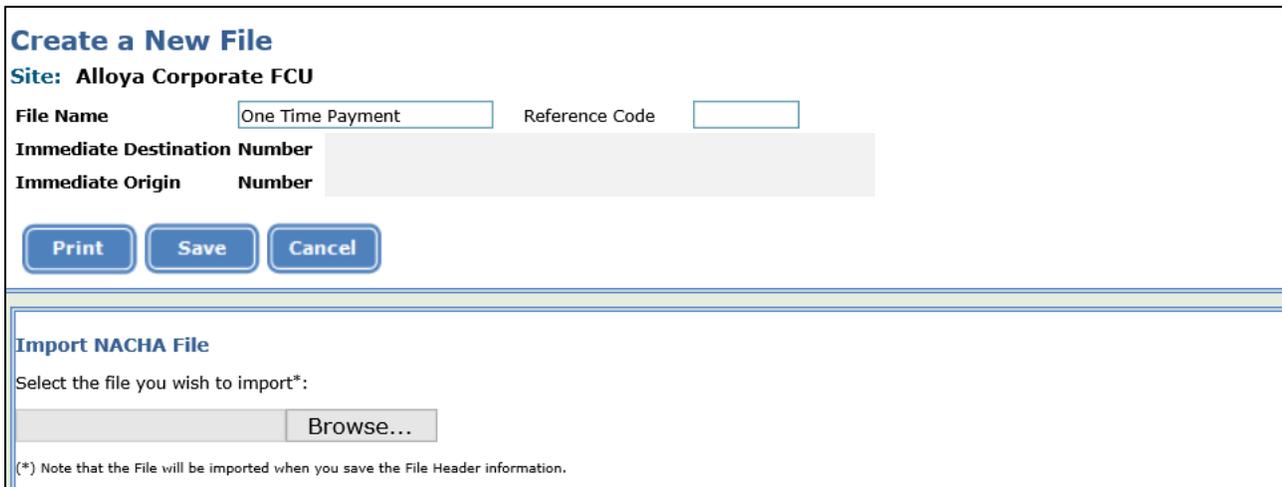
Select **Work Files** again on the left-hand side in the navigation tree.



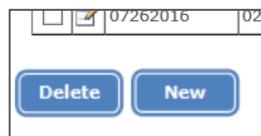
Once the screen loads, select **New**.



2. The **Create a New File** screen will pop open. Enter the name for this one-time payment or upload a NACHA formatted file. Only the File Name needs to be added in this screen. Select **Save**.



3. Left click on the + sign next to the name of the work file you just created. This will load the word **Batches**. Select **Batches**. When the screen refreshes, select **New** at the bottom of the screen.



4. The next pop-up will be for **Batch Information**. Enter the data in the required and optional fields.

Batch Information

<p>Client: Test CU 2</p> <p>Batch Name: <input style="width: 100%;" type="text"/></p> <p>SEC Code: <input style="width: 100%;" type="text" value="(PPD) Pre-Arranged Payment and Dep"/></p> <p>Service Class: <input style="width: 100%;" type="text" value="(200) Debits/Credits"/></p> <p>Company ID: <input style="width: 100%;" type="text" value="0628628628 : Test CU 2"/></p> <p>Company Name: <input style="width: 100%;" type="text" value="Test CU 2"/></p> <p>Effective Date: <input style="width: 100%;" type="text" value="05/16/2016"/> <input type="checkbox"/></p> <p>ODFI Number: <input style="width: 100%;" type="text" value="271987635"/></p> <p>ALLOYA CORPORATE FCU</p> <p>Entry Description: <input style="width: 100%;" type="text"/></p> <p>Origin. Status: <input style="width: 100%;" type="text" value="(1) Depository Financial Institution"/></p> <p>Descriptive Date: <input style="width: 100%;" type="text"/></p> <p>Discretionary: <input style="width: 100%;" type="text"/></p>	<p>Work File: A File Sample</p> <p><input type="checkbox"/> Reversals NOTE: Changing the Reversal status will result in updates to existing batch items</p> <p>Cross-Border Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%; text-align: center;">Source</td> <td style="width: 25%; text-align: center;">Destination</td> </tr> <tr> <td>Currencies:</td> <td><input style="width: 100%;" type="text" value="Argentine Peso"/></td> <td><input style="width: 100%;" type="text" value="Argentine Peso"/></td> </tr> <tr> <td>Destination Country:</td> <td colspan="2"><input style="width: 100%;" type="text" value="ARGENTINA"/></td> </tr> <tr> <td>Exchange Method:</td> <td colspan="2"><input style="width: 100%;" type="text" value="Fixed-to-Fixed"/></td> </tr> <tr> <td>Ex. Ref. Indicator:</td> <td colspan="2"><input style="width: 100%;" type="text" value="Exchange Rate"/></td> </tr> <tr> <td>Exchange Rate:</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> </table> <p>External Source: <input checked="" type="radio"/> None <input type="radio"/> Pay Set <input type="radio"/> File</p> <p><input type="checkbox"/> Clear Items</p>		Source	Destination	Currencies:	<input style="width: 100%;" type="text" value="Argentine Peso"/>	<input style="width: 100%;" type="text" value="Argentine Peso"/>	Destination Country:	<input style="width: 100%;" type="text" value="ARGENTINA"/>		Exchange Method:	<input style="width: 100%;" type="text" value="Fixed-to-Fixed"/>		Ex. Ref. Indicator:	<input style="width: 100%;" type="text" value="Exchange Rate"/>		Exchange Rate:	<input style="width: 100%;" type="text"/>	
	Source	Destination																	
Currencies:	<input style="width: 100%;" type="text" value="Argentine Peso"/>	<input style="width: 100%;" type="text" value="Argentine Peso"/>																	
Destination Country:	<input style="width: 100%;" type="text" value="ARGENTINA"/>																		
Exchange Method:	<input style="width: 100%;" type="text" value="Fixed-to-Fixed"/>																		
Ex. Ref. Indicator:	<input style="width: 100%;" type="text" value="Exchange Rate"/>																		
Exchange Rate:	<input style="width: 100%;" type="text"/>																		

OFFSET INFORMATION

Level: <input style="width: 100%;" type="text" value="None"/>	TranCode: <input style="width: 100%;" type="text" value="(22) Checking - Credit"/>
ABA #: <input style="width: 100%;" type="text"/>	Account #: <input style="width: 100%;" type="text"/>

Batch Name: Enter a name for this batch.

SEC Codes: Select the Standard Entry Class Code (SEC) for this batch.

Service Class: Select the Service Class Code (SCC). You can leave the default of 200.

Company ID & Company Name: This information is pre-populated.

Effective Date: Enter the date that items will be debited or credited. This date must be at least one business day in the future unless the credit union is able to originate same-day entries. Same-day entries can be created by selecting the box that reads: Same Day Settlement, located above Cross-Border Information.

Entry Description: Enter up to 10 characters (alpha/numeric) description for the items. Example: Payroll.

Discretionary: Optional two characters (alpha/numeric). If you are doing a batch level offset with a WEB SEC code then this field must contain an R for recurring or S for single transaction.

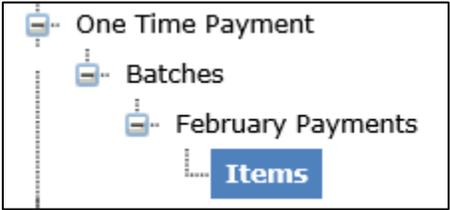
Descriptive Date: Optional six characters (alpha/numeric).

5. Determine if an offset is needed for the transaction. (This is not available for all SEC codes; TEL)

5a. If you are using an offset, select either **Batch** or **Item Level** for the offset.

5b. If you selected **Batch**, enter the routing number and account number for the offset and select the **TranCode** for the offset. Then select **Save**. The screen will then load back to the batch screen.

6. On the left side of the screen, select **Items**. Expand the batch name if needed and select **Items**. Then select **New Item** at the bottom of the screen.



Unlike with payment sets, there are no receivers to add. Each new item is adding a new member to the work file for processing. Enter the required information below:

Originator:	Client	File Name:	A File Sample
Batch Name:	A sample file	Effective Date:	05/16/2016
ABA Number:	<input type="text"/>	Acct Number:	<input type="text"/>
	<input type="button" value="Lookup"/>	ID Name:	<input type="text"/>
Tran Code:	<input type="text" value="(22) Checking - Credit"/>	Amount:	<input type="text" value="0.00"/> <input type="checkbox"/> Pre-Note
ID Number:	<input type="text"/>	Discretionary:	<input type="text"/>
Addenda Usage:	<input type="text" value="None"/>	OFFSET INFORMATION	
Level:	<input type="text" value="Item"/>	TranCode:	<input type="text" value="(27) Checking - Debit"/>
ABA #:	<input type="text"/>	Account #:	<input type="text"/>
	<input type="button" value="Lookup"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Save & Add"/>			

ABA & Account Number: Enter the ABA Routing Number and the Account Number of the receiving account holder. Click **Lookup** after adding an ABA Number for verification.

ID Name: Name of the account holder being debited or credited.

Tran Code: Select the type of transaction code from the dropdown box.

Amount: Enter the amount of the Debit or Credit.

ID Number: Enter the Identification Number for the account holder. Example: Their account number with you.

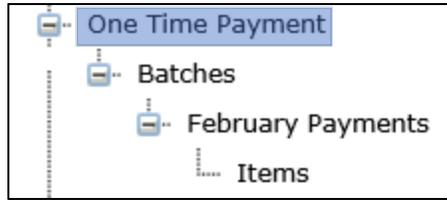
Discretionary: Two digit (alpha/numeric) optional field except for WEB entries. WEB entries must contain an R for Recurring types of transactions and a S for Single Entry types of transactions.

Addenda Usage: Optional field. Field will offer options depending on the SEC code.

If you selected to have an offset at the item level enter the ABA /routing number, select the TranCode and enter the account number for the offset.

7. Click on **Save** to save your settings or **Save & Add** to save your information and give you a new screen for additional member payments.

8. Once all payments have been added, the final step is to **Create** the work file. To finish creating the work file, select the name of the work file that was created during the first step.



Once this is selected, the following window will load providing several different options:

Edit File

Site: Alloya Corporate FCU

File Name **Reference Code**

Immediate Destination Number

Immediate Origin Number

File Summary (pre-build)

# Batches	# Debit Items	Total Debits	# Credit Items	Total Credits
1	2	350.00	2	350.00

Select **Create** to finish creating the work file – the screen will refresh with a file summary that can be printed. This work file is now ready to be released by another credit union user.

Note: A secondary user must log in to ACH Services to provide secondary approval and release the work file for processing.