

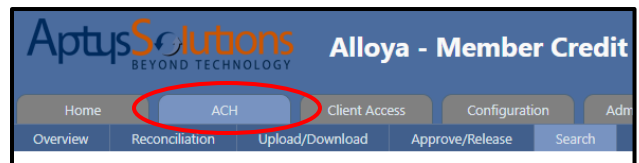
This document provides instruction for manually creating a work file (one-time transaction) by importing a spreadsheet in the Aptys Contingency System. You must first create the spreadsheet in a specific format.

Topics in this article include:

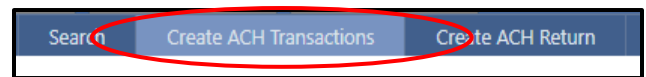
- [Create a New ACH Work File](#)
- [Create the Spreadsheet](#)
- [Importing the Spreadsheet](#)
- [Approve/Release](#)
- [Reconciliation](#)

### Create a New ACH Work File (Keying in the Transaction Information)

- Select **ACH**.

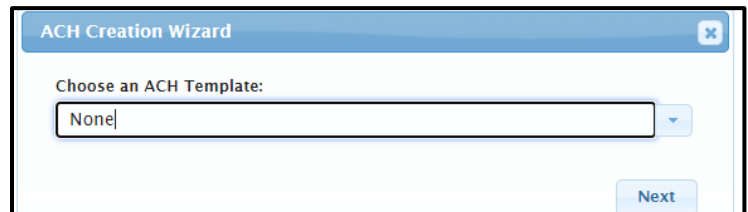


- Select **Create ACH Transactions**.



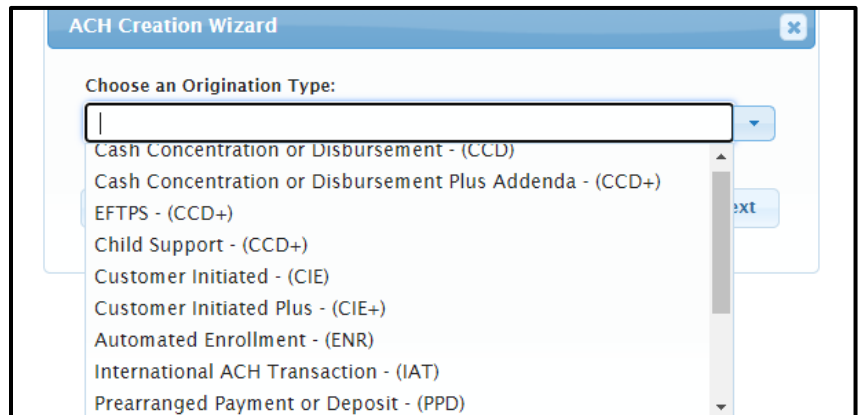
The **ACH Creation Wizard** will guide you through the process of creating the work file. **None** should be the default option and should remain.

- Select the **Next** button.



- Select the appropriate standard entry class code from the drop-down list.

- Select the **Next** button.

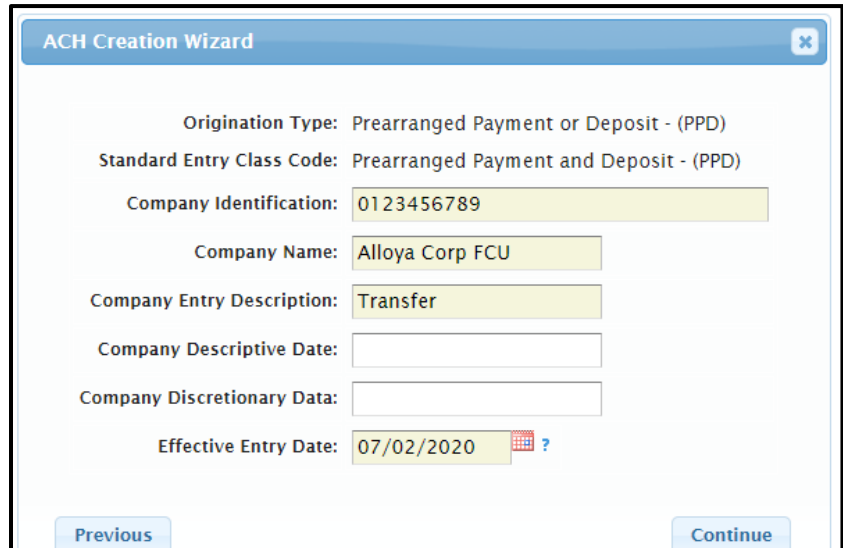


All fields shaded in yellow are required fields.

- List your credit union's or business member's company ID
- Company name
- A brief description
- Effective date of the transfer
- Optional – Company Descriptive Date
- Optional – Company Discretionary Data
- Effective Entry Date – If you want to send same day ACH items, select the current day as the effective date.

**NOTE:** Same day transactions need to be created and approved before 1:00 pm ET during contingency processing.

- Select the **Continue** button.



The screenshot shows the 'ACH Creation Wizard' window. The form contains the following fields and values:

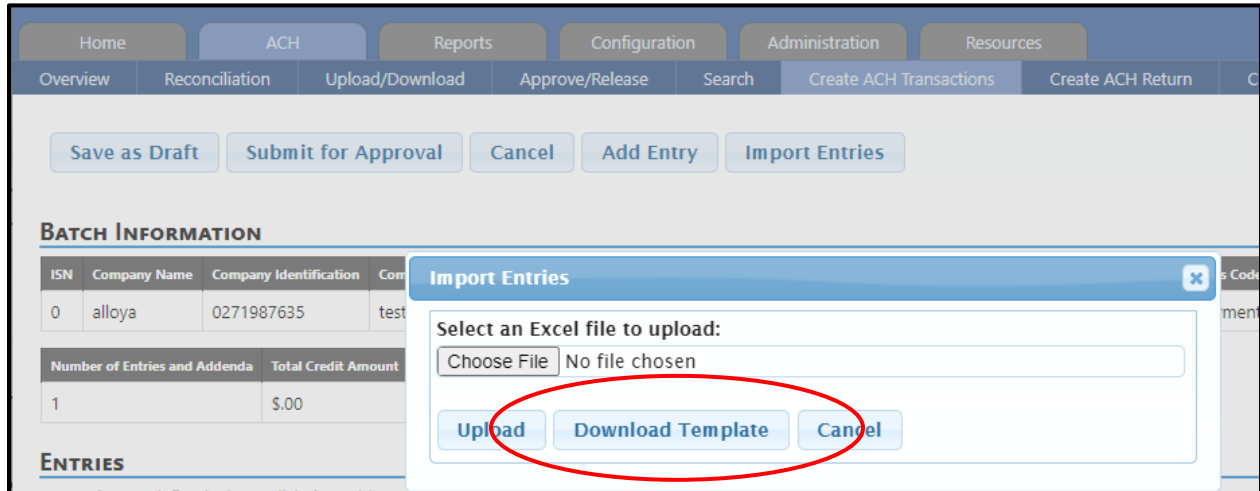
- Origination Type: Prearranged Payment or Deposit - (PPD)
- Standard Entry Class Code: Prearranged Payment and Deposit - (PPD)
- Company Identification: 0123456789
- Company Name: Alloya Corp FCU
- Company Entry Description: Transfer
- Company Descriptive Date: (empty)
- Company Discretionary Data: (empty)
- Effective Entry Date: 07/02/2020

At the bottom of the window, there are two buttons: 'Previous' on the left and 'Continue' on the right. The 'Continue' button is highlighted in yellow, indicating it is the required action.

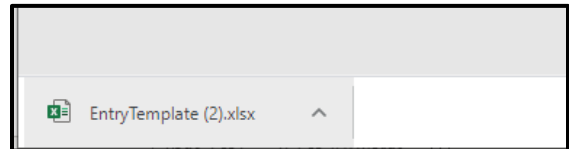
### Create the Spreadsheet

The spreadsheet must be created in a specific format, explained below. Download the template to create the spreadsheet in the correct format. Once the spreadsheet is created you will import it.

- Select **Download Template**.



The template will display in the lower left corner of your browser window. Click on it to open.

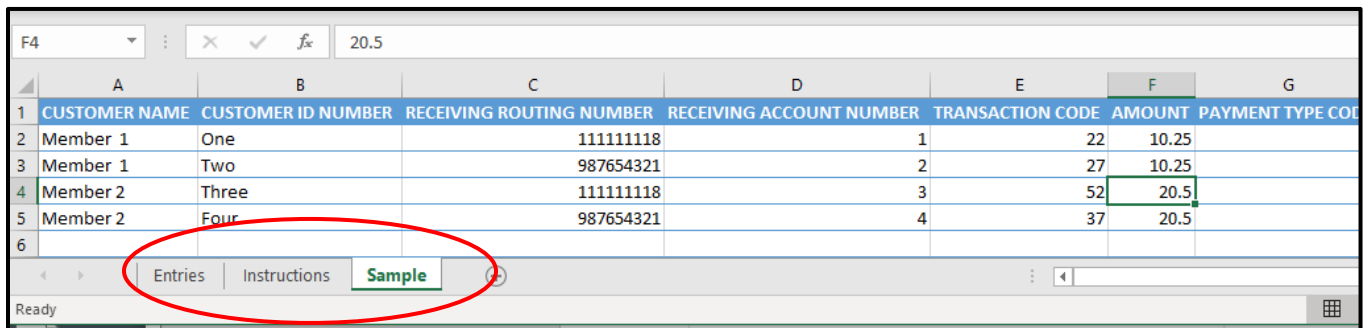


- Using the instructions on the second tab of the spreadsheet, complete all required fields. Columns A through F are required.

**NOTE:** *It is important that offsetting entries are included if they are needed for systemic posting at the credit union.*

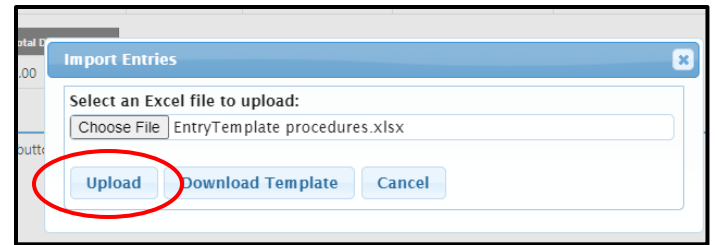
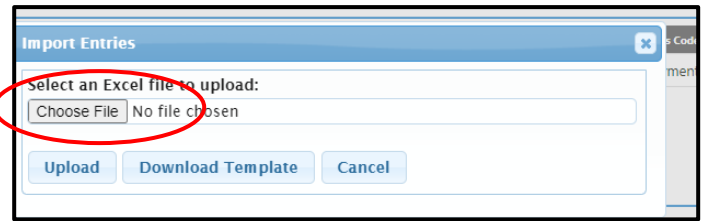
Validate that correct transaction codes are listed. These can also be found on the **Instructions** tab.

- Once the file is complete and accurate, save the file to your network location using the naming convention for your credit union. You have now created the spreadsheet in the required format.

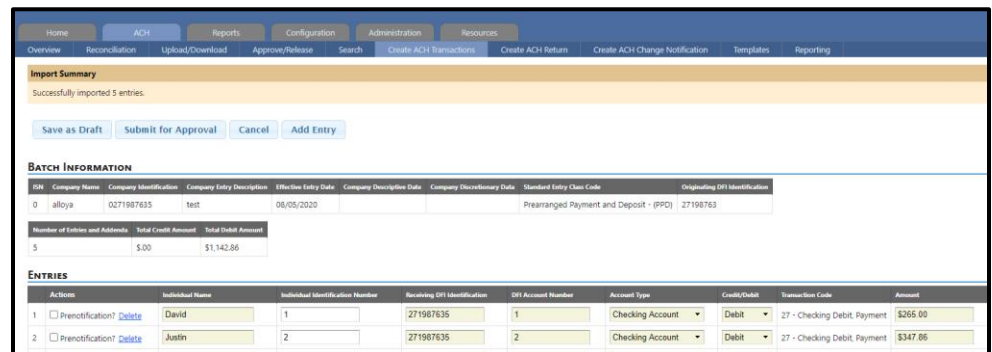
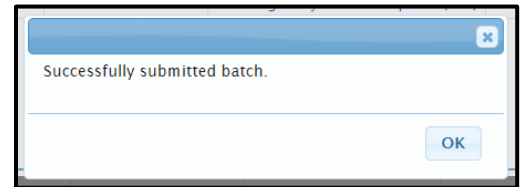


### Importing the Spreadsheet

- Select **Choose File**.
- Locate the saved file on your network.
- Once the file name is populated, select **Upload**.
- Review the entries for accuracy and then select **Submit for Approval**.

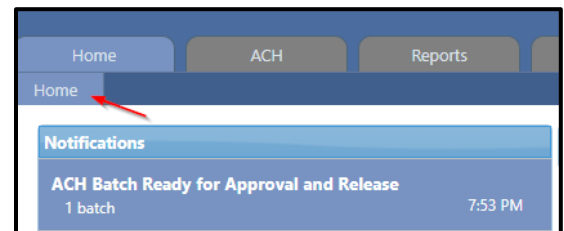


A confirmation message will appear.



***NOTE: An authorized secondary user will need to Approve and Release the batch for processing.***

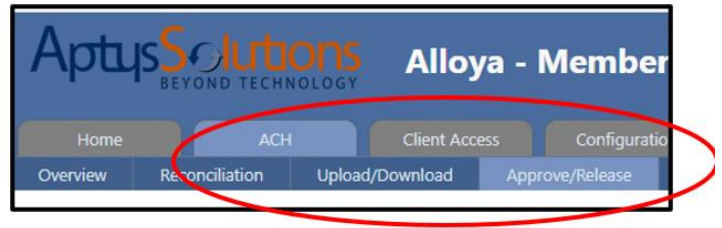
The **Home** tab will always display notification about items that require approval.



### Approve and Release

Another user who did not create the batch must **Approve and Release**.

- Select **ACH**.
- Select **Approve/Release**.



Locate the batch that requires approval under the **ACH Originated Batches Pending Approve and Release** section.

ACH ORIGINATED BATCHES PENDING APPROVE AND RELEASE									
Creation Time	Created By	Created From Template Name	Company Name	SEC Code	Entries / Addendas	Debit Amount	Credit Amount	Approve and Release	
7/2/2020 7:53:18 PM	DebFlex		Test CU	PPD	2	\$100.00	\$100.00	<input type="checkbox"/>	<a href="#">Approve and Release Selected Batches</a>


- Select the files for approval by checking the associated box.
- Select the **Approve and Release Selected Batches** button.


### Reconciliation

You can confirm all batches have been created and processed by going to the **Reconciliation** tab.



- Select **ACH**.
- Select **Reconciliation**.



Business Date:  

Expand/Collapse All Details: 

#### ACH RECONCILIATION

Outgoing			
	Batch Count	Debit Amount	Credit Amount
+ Total Uploaded	0	\$0.00	\$0.00
+ Total Originated 	2	\$200.00	\$200.00
- Total Original Batches Split for Warehouse	0	\$0.00	\$0.00
+ Total System Created Split Batches	0	\$0.00	\$0.00
+ Total Received from Warehouse	0	\$0.00	\$0.00
- Total Batch In Processing	0	\$0.00	\$0.00
- Total File In Processing	0	\$0.00	\$0.00
- Total On-Hold	0	\$0.00	\$0.00
- Total Ready For Cutoff 	2	\$200.00	\$200.00
- Total Batches Added to Warehouse	0	\$0.00	\$0.00
- Total Pending Export	0	\$0.00	\$0.00
- Total Exported	0	\$0.00	\$0.00
- Total Rejected	0	\$0.00	\$0.00
<b>Difference</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>

Outgoing Breakdown			
	Batch Count	Debit Amount	Credit Amount
Total Transactions	0	\$0.00	\$0.00
Total Returns	0	\$0.00	\$0.00
Total Notification of Changes	0	\$0.00	\$0.00

Outgoing Same Day Summary				
	Debit Count	Credit Count	Debit Amount	Credit Amount
Total Same Day Entries	0	0	\$0.00	\$0.00