

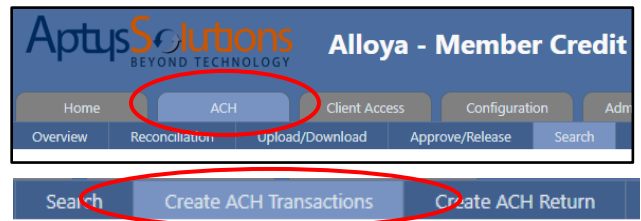
This document provides instruction for manually creating a work file (one-time transaction) in the Aptys Contingency System.

Topics in this article include:

- [Create a New ACH Work File](#)
- [Payment Details](#)
- [Approve/Release](#)
- [Reconciliation](#)

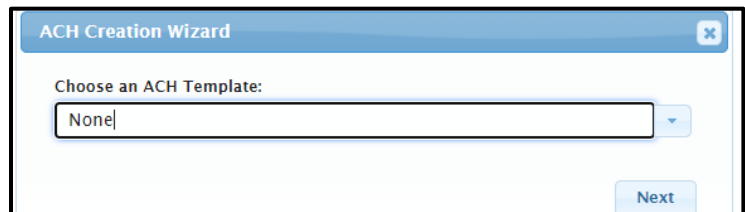
Create a New ACH Work File (Keying in the Transaction Information)

- Select **ACH**.
- Select **Create ACH Transactions**.

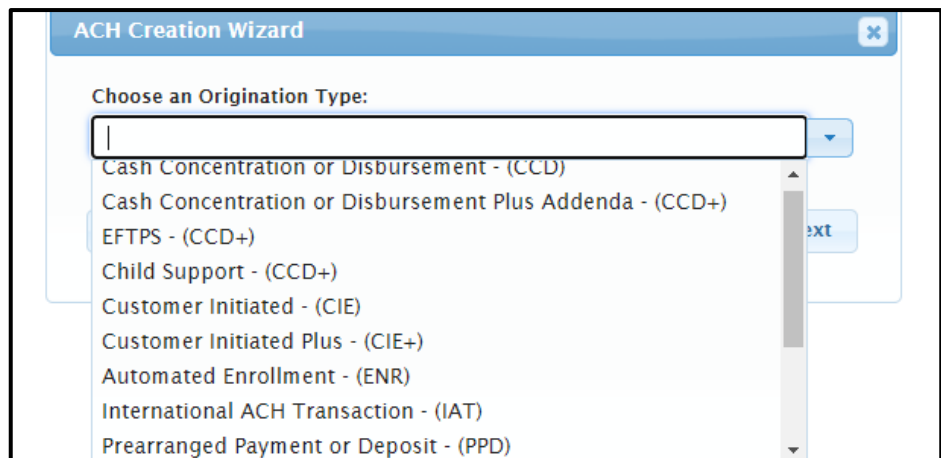


The **ACH Creation Wizard** will guide you through the process of creating the work file. **None** should be the default option and should remain.

- Select the **Next** button.



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

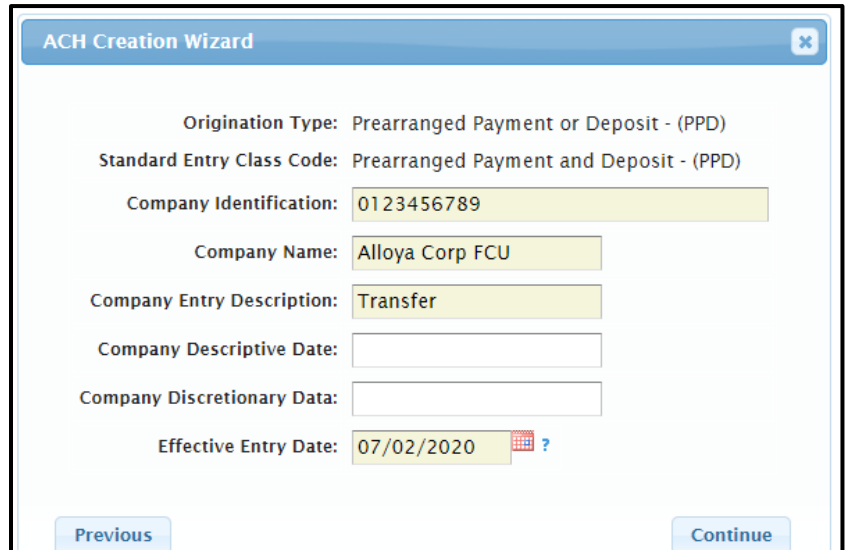


All fields shaded in yellow are required fields.


- 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.



ACH Creation Wizard

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:
Company Discretionary Data:
Effective Entry Date: 07/02/2020  ?

Previous Continue

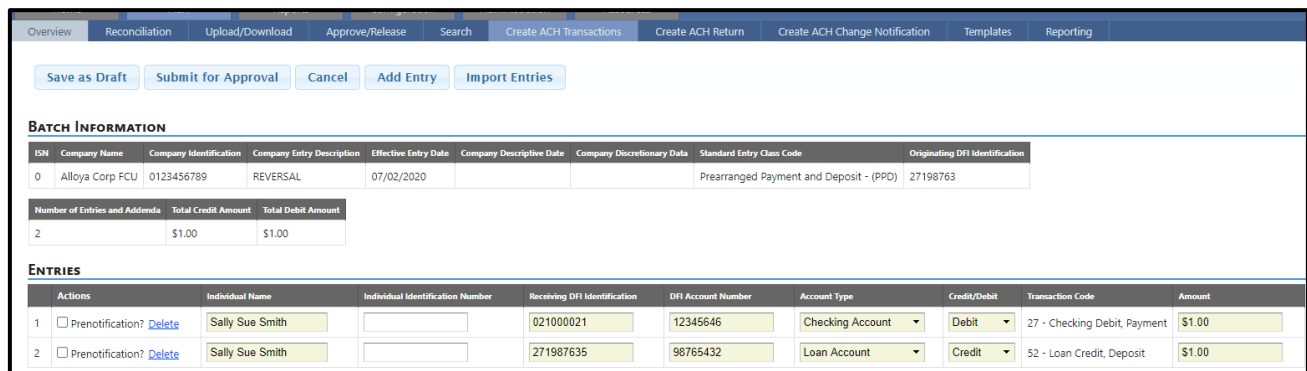
Payment Details

- Enter the payment details.

All fields shaded in yellow are required fields.

- If the payment requires an individual offsetting entry per transaction, click the **Add Entry** field on the top of the screen.
- Complete the information for the offsetting entry.

To create a batch offset for multiple transactions, all entries should be added to the screen and then one final entry should be added with the offset information and the total dollar amount of all listed transactions.

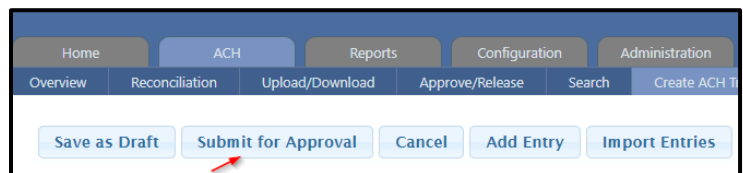


| ISN | Company Name | Company Identification | Company Entry Description | Effective Entry Date | Company Descriptive Date | Company Discretionary Data | Standard Entry Class Code | Originating DFI Identification |
|-----|-----------------|------------------------|---------------------------|----------------------|--------------------------|----------------------------|---|--------------------------------|
| 0 | Alloya Corp FCU | 0123456789 | REVERSAL | 07/02/2020 | | | Prearranged Payment and Deposit - (PPD) | 27198763 |

| Number of Entries and Addenda | Total Credit Amount | Total Debit Amount |
|-------------------------------|---------------------|--------------------|
| 2 | \$1.00 | \$1.00 |

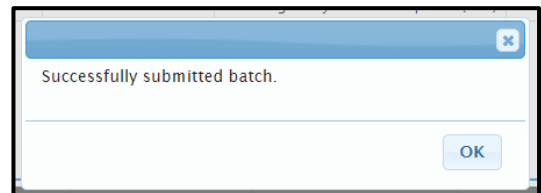
| Actions | Individual Name | Individual Identification Number | Receiving DFI Identification | DFI Account Number | Account Type | Credit/Debit | Transaction Code | Amount |
|--|-----------------|----------------------------------|------------------------------|--------------------|------------------|--------------|------------------------------|--------|
| 1 <input type="checkbox"/> Prenotification? Delete | Sally Sue Smith | | 021000021 | 12345646 | Checking Account | Debit | 27 - Checking Debit, Payment | \$1.00 |
| 2 <input type="checkbox"/> Prenotification? Delete | Sally Sue Smith | | 271987635 | 98765432 | Loan Account | Credit | 52 - Loan Credit, Deposit | \$1.00 |

- Once all entries are added, click the **Submit for Approval** button.



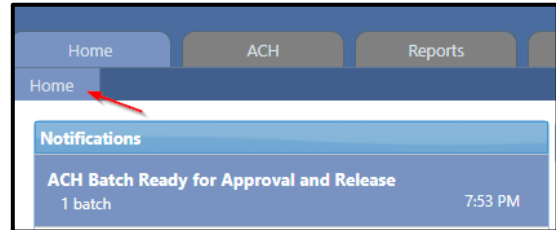
Once submitted, the system will respond with a message to **Approve and Release** or **Delete**.

A confirmation message will appear.



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

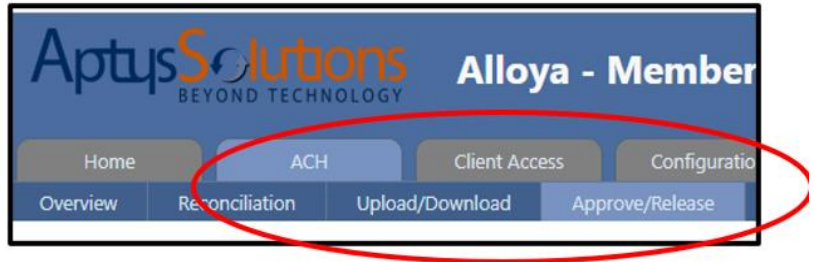
The **Home** tab will always display notifications about items that require approval.



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

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"/> | <input type="checkbox"/> |

Approve and Release Selected Batches


- 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 |
| Difference | 0 | \$0.00 | \$0.00 |

| 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 |