

This document provides instruction on using payment sets in the Aptys Contingency System.

All active payment sets that are in Alloya’s primary ACH Services System will be imported into the Aptys Contingency System.

**IMPORTANT NOTES:**

- Payment set data will be from the previous Friday night. Any changes made between the date of initiating ACH contingency processing and the previous Friday night will not be included in the Aptys Contingency System.
- Payment sets were imported without the recurring schedules. Payment sets will have to be manually pushed out for ACH contingency processing.
- If your credit union has business members that had access to the primary ACH Services environment (SEGs), any payment sets that were listed for them will be comingled with your credit union’s payment sets. You will have to initiate ACH on behalf of business members in the Aptys Contingency System.

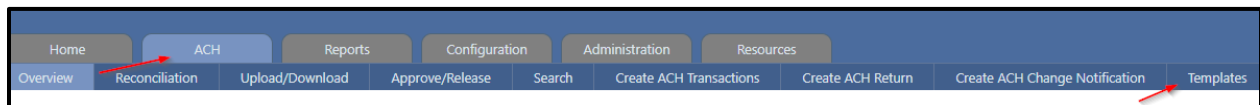
The payment sets are identified as templates in the Aptys Contingency System.

Topics in this article include:

- [View and Edit Payment Sets – Templates](#)
- [Approve/Reject Payment Sets – Templates](#)
- [Submitting Payment Sets – Templates for Payment](#)
- [Approve and Release Payment Sets – Templates](#)
- [Reconciliation](#)

### View and Edit Payment Sets – Templates

- Select **ACH**.
- Select the **Templates** tab (located on the right).

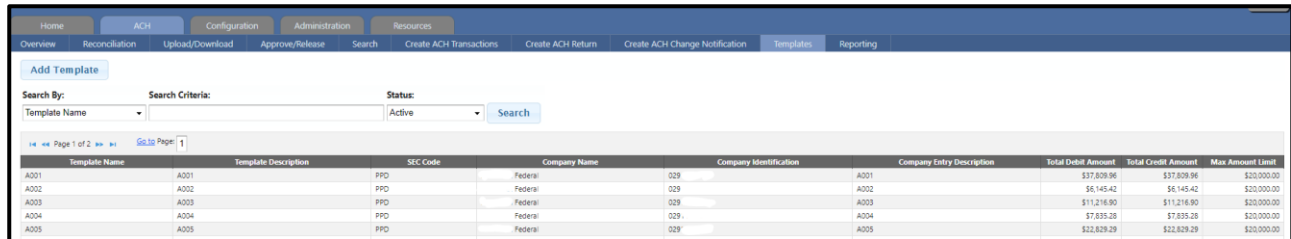


Templates are listed in alphabetical order by template name. Multiple search options are available for members with numerous templates. Business member templates will also be included in this list. Search by **Company Name** to locate those templates.

**Search By:** Template Name **Search Criteria:**  **Status:** Active Search

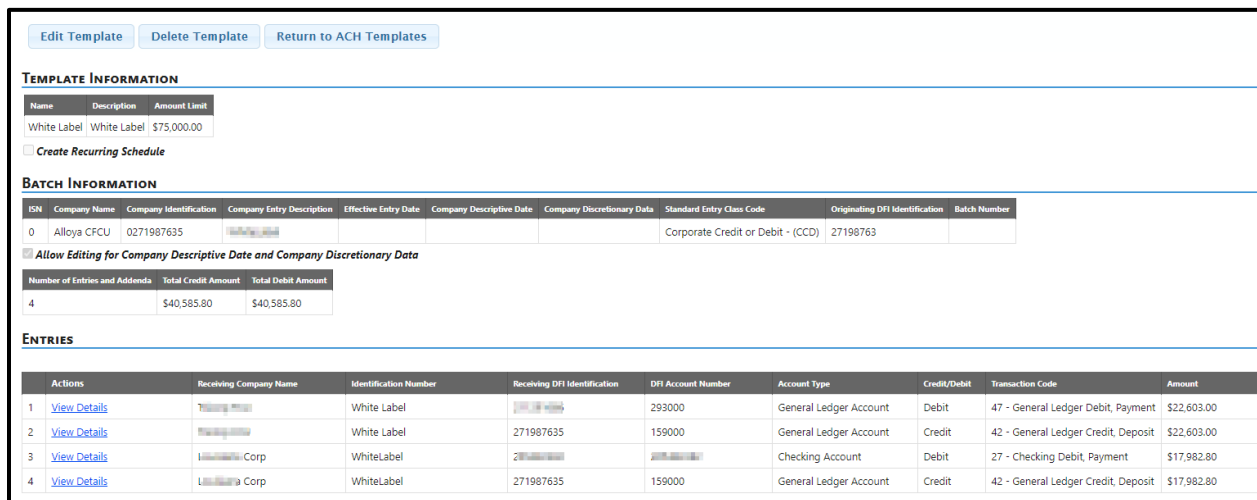
	Template Name	Template Description	Last Run Date	Next Run Date	Next Entry
Standard Entry Class Code	1st of the Month			7/30/2020	7/31/2020
Company Name	Corporate One Monthly Billing	Corporate One Monthly Billing			

- Locate the template and click on the line to display the template information.



Template Name	Template Description	SEC Code	Company Name	Company Identification	Company Entry Description	Total Debit Amount	Total Credit Amount	Max Amount Limit
A001	A001	PPD	Federa	029	A001	\$37,809.96	\$37,809.96	\$20,000.00
A002	A002	PPD	Federa	029	A002	\$6,145.42	\$6,145.42	\$20,000.00
A003	A003	PPD	Federa	029	A003	\$11,216.90	\$11,216.90	\$20,000.00
A004	A004	PPD	Federa	029	A004	\$7,835.28	\$7,835.28	\$20,000.00
A005	A005	PPD	Federa	029	A005	\$22,829.29	\$22,829.29	\$20,000.00

Example of template details:



**TEMPLATE INFORMATION**

Name	Description	Amount Limit
White Label	White Label	\$75,000.00

Create Recurring Schedule

**BATCH INFORMATION**

ISN	Company Name	Company Identification	Company Entry Description	Effective Entry Date	Company Descriptive Date	Company Discretionary Data	Standard Entry Class Code	Originating DFI Identification	Batch Number
0	Alloya CFCU	0271987635	White Label				Corporate Credit or Debit - (CCD)	27198763	

Allow Editing for Company Descriptive Date and Company Discretionary Data

Number of Entries and Addenda	Total Credit Amount	Total Debit Amount
4	\$40,585.80	\$40,585.80

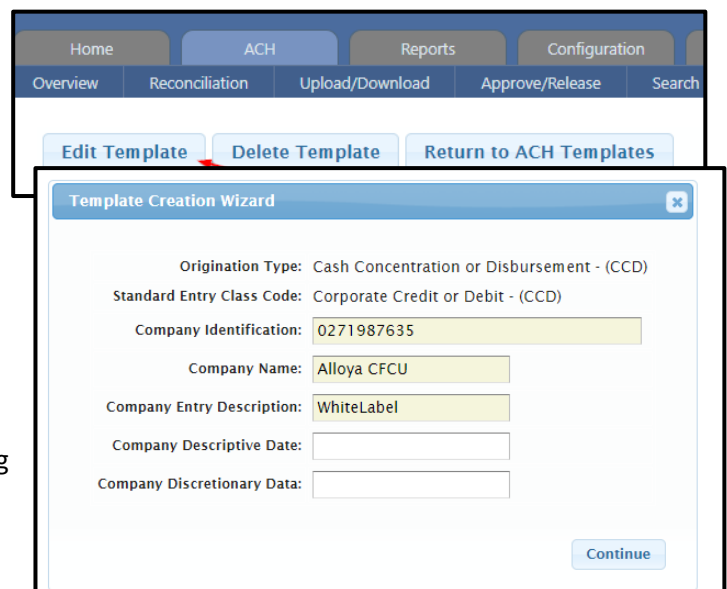
**ENTRIES**

Actions	Receiving Company Name	Identification Number	Receiving DFI Identification	DFI Account Number	Account Type	Credit/Debit	Transaction Code	Amount
1 <a href="#">View Details</a>	White Label	White Label	271987635	293000	General Ledger Account	Debit	47 - General Ledger Debit, Payment	\$22,603.00
2 <a href="#">View Details</a>	White Label	White Label	271987635	159000	General Ledger Account	Credit	42 - General Ledger Credit, Deposit	\$22,603.00
3 <a href="#">View Details</a>	Alloya Corp	WhiteLabel	271987635		Checking Account	Debit	27 - Checking Debit, Payment	\$17,982.80
4 <a href="#">View Details</a>	Alloya Corp	WhiteLabel	271987635	159000	General Ledger Account	Credit	42 - General Ledger Credit, Deposit	\$17,982.80

- To edit the template information, select **Edit Template**.

The template wizard will display where you can change any batch level information.

- Edit batch information if applicable.
- Shaded fields are required.
- Select **Continue** to display item details.
- Item details are displayed under **Entries**.
- Entries can be deleted by selecting **Delete**, which is located on the left side of the entry listing.
- Entries can be added by selecting **Add Entry** at the top of the page and completing the required information for the entry.



**Template Creation Wizard**

Origination Type: Cash Concentration or Disbursement - (CCD)

Standard Entry Class Code: Corporate Credit or Debit - (CCD)

Company Identification: 0271987635

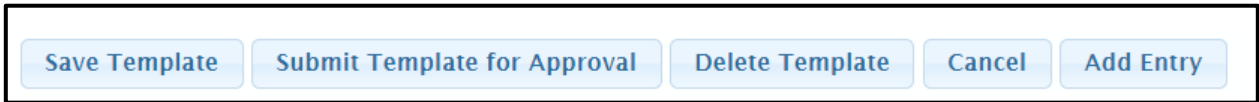
Company Name: Alloya CFCU

Company Entry Description: WhiteLabel

Company Descriptive Date:

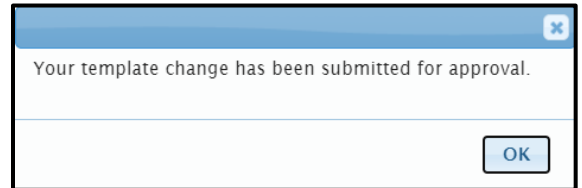
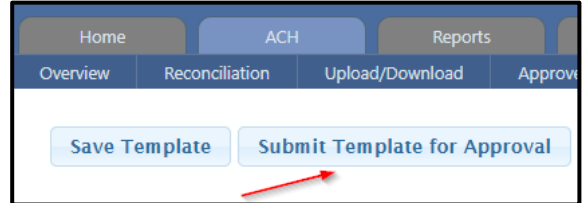
Company Discretionary Data:

[Continue](#)

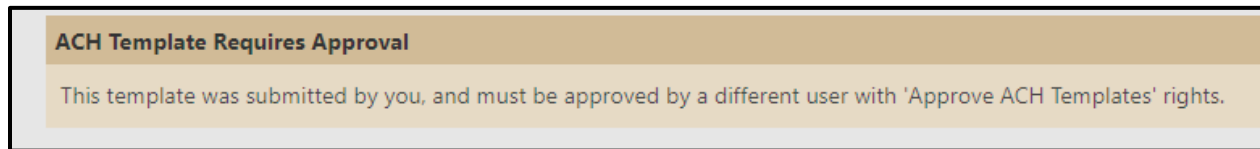


- **Submit Template for Approval** after all edits have been completed.

The template will be in a draft status until it is submitted for approval.



***NOTE:*** *The template must be approved by a second user before it can be used to create an ACH batch file.*



## Approve / Reject Payment Sets – Templates

- Select **ACH**.
- Select the **Approve/Release** tab.
- Click anywhere on the line of the template that needs approving.
- Select **Approve** or **Reject**.\*

*\*Select **Reject** if you do not want to approve the modifications. A pop-up screen will display to enter comments, then click **OK**.*

Once approved, the system will respond with the **Template Information**.

**NOTE:** A checkbox will give you the option to create a recurring schedule. We do **not** recommend adding a recurring schedule during contingency processing.

ACH TEMPLATES PENDING APPROVE	
Creation Time	Template Name
7/2/2020 3:22:45 PM	1st of the Month
7/3/2020 8:48:03 AM	Loans Plus
7/6/2020 9:55:31 AM	White Label

**Approve ACH Template**

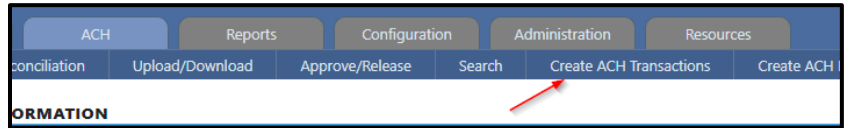
This ACH Template must be approved before it can be used.

Approve
Reject

TEMPLATE INFORMATION		
Name	Description	Amount Limit
Loans Plus	Monthly Loan Payments	
<input type="checkbox"/> <b>Create Recurring Schedule</b>		

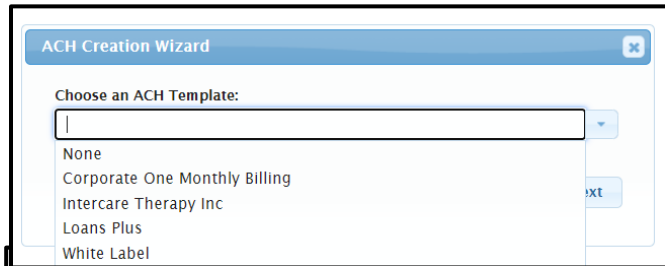
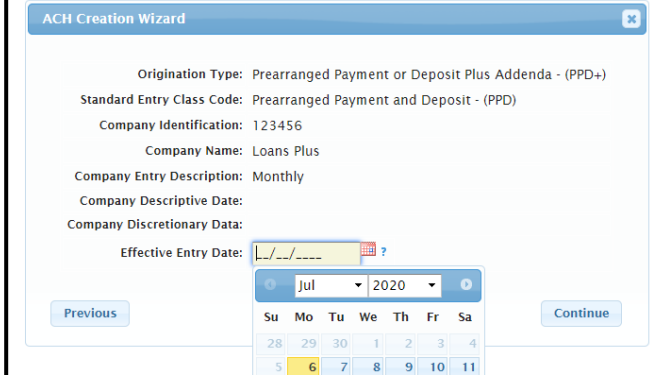
## Submitting the Payment Set – Template for Payment

- Select **ACH**.
- Select the **Create ACH Transactions** tab.

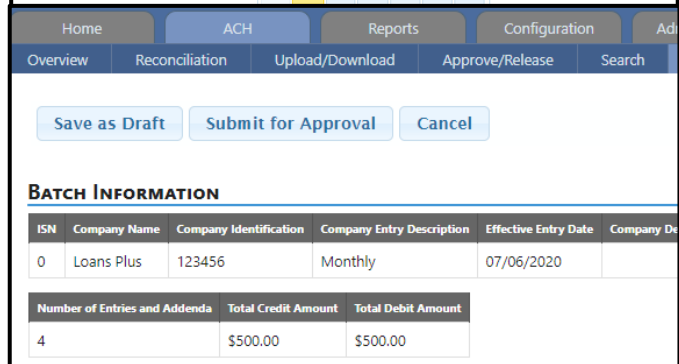


Select the template name from the drop-down list.

- Select **Next**.
- Select the **Effective Entry Date**.
- Select **Continue**.

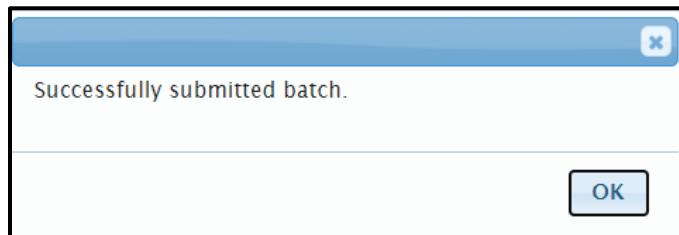
- Select **Submit for Approval**.
- Click **OK**.



ISN	Company Name	Company Identification	Company Entry Description	Effective Entry Date	Company De
0	Loans Plus	123456	Monthly	07/06/2020	

Number of Entries and Addenda	Total Credit Amount	Total Debit Amount
4	\$500.00	\$500.00



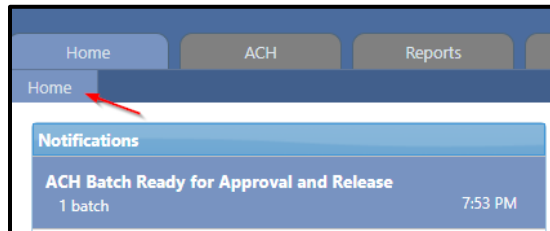
***NOTE: An authorized secondary user will need to Approve and Release the batch for processing.***

### ACH Batch Requires Approval and Release

This ACH Batch was created by MariettaTest and must be approved and released by another user with approval and release rights.

Delete

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



## Approve and Release Payment Set – Templates

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

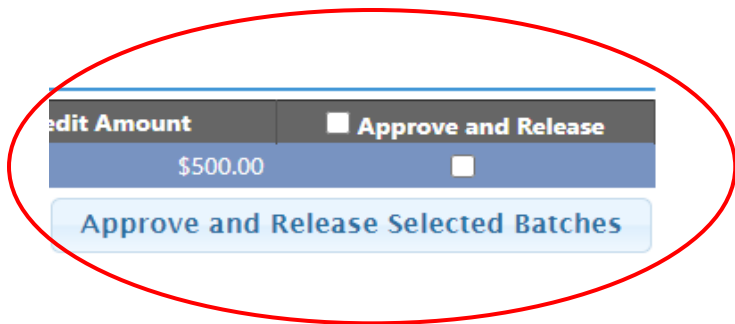
- Select the **ACH** tab.
- Select the **Approve/Release** tab.



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

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

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>	





### Reconciliation

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



- Select the **ACH** tab.
- Select the **Reconciliation** tab.



Business Date: 07/02/2020 

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