

This document provides instruction on uploading a return file through the Aptys Contingency System.

**NOTE: All return items/files and all NOC items require a second approval.**

If your core processor sends an ACH return file on your behalf, they should continue to do the same process during contingency processing.

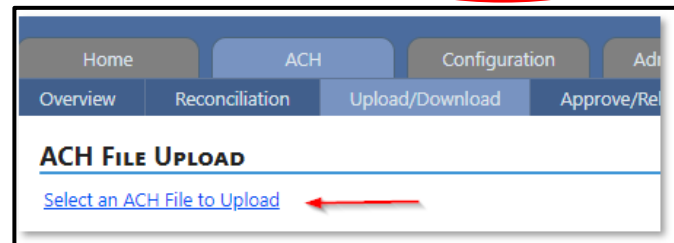
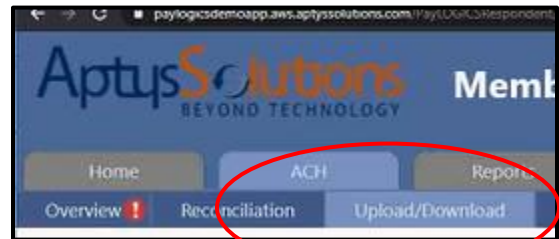
If your core processor creates a return file you normally upload to Alloya's primary ACH Services System, you can upload the file in the Aptys Contingency System. (More than one return file can be uploaded if necessary.)

Topics in this article include:

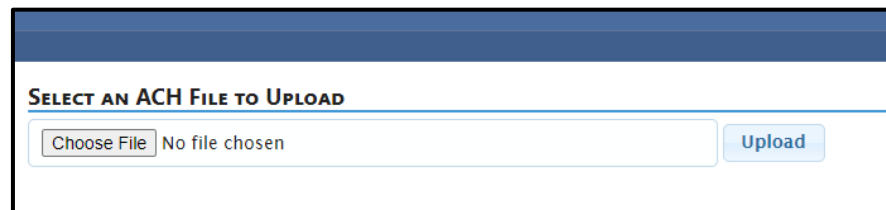
- [Upload a Return File](#)
- [Approving an Uploaded Return File](#)
- [Reconciliation Tab](#)

### Upload a Return File

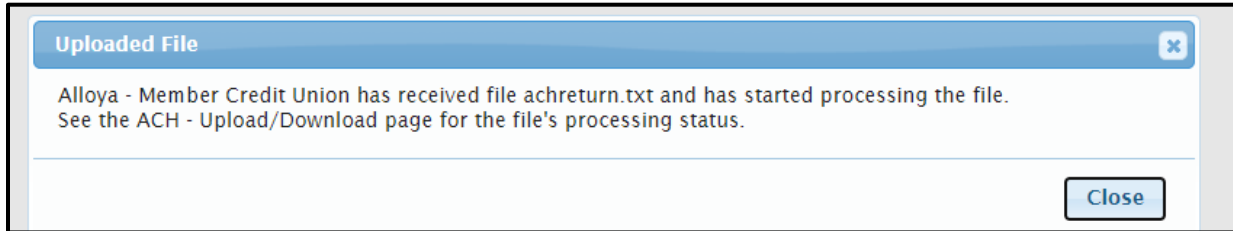
- Select the **ACH** tab.
- Select the **Upload/Download** tab.
- Click on **Select an ACH File to Upload**.



- A new screen (tab) will open. Select **Choose File** to browse your directories to select the return file.
- Once the file is selected, click **Upload**.



The system will respond with a message to acknowledge the uploaded file.



- Select **Close** and close the screen (tab) and return to the main tab.
- Re-select the **Upload/Download** tab, select **F5** on your keyboard to refresh the page.
- Scroll down to see the section for **ACH Files Recently Uploaded**.

Any file accepted will appear in white.

Any file that is rejected will appear in red.

***NOTE: Previous days' files will also be displayed. Check the file date in the **Upload Finished** column.***

ACH FILES RECENTLY UPLOADED			
Upload Finished	File Name	File ID	Modifier
6/10/2020 3:23:41 PM	TESTRETURNS.TXT	A	
6/10/2020 3:18:35 PM	ACHRETURN.TXT	0	
6/10/2020 3:12:38 PM	ACHRETURN.TXT	A	

If the uploaded file rejected, click on the line and the reason for the reject will be displayed.

BATCHES								
Batch Number	Company ID	Company Name	Effective Entry Date	Standard Entry Class Code	Entry / Addenda Count	Debit Amount	Credit	
1	PAYPALS177	PAYPAL	6/10/2020	WEB	2	\$1,486.30	\$0.00	

FILE AUDITS		
Time	Severity	Message
6/10/2020 3:12:39 PM	Error	The batch with Batch Number '1', Originating DFI '27497522', Standard Entry Class Code 'WEB', and Destination Institution '', contained within ACH file 'ACHRETURN.TXT' was 'rejected' due to the following reason: 'Originating DFI is not valid.'
6/10/2020 3:12:39 PM	Error	The batch with Batch Number '1', Originating DFI '27497522', Company ID 'PAYPALS177', Company Name 'PAYPAL', and Standard Entry Class Code 'WEB', contained within ACH file 'ACHRETURN.TXT' was rejected as invalid for upload by Alloya FCU (271987635).
6/10/2020 3:12:38 PM	Information	The file, 'ACHRETURN.TXT', was successfully uploaded
6/10/2020 3:12:36 PM	Information	The file, 'achreturn.txt', passed ACH validation
6/10/2020 3:12:36 PM	Information	Upload was started of file 'achreturn.txt'.
6/10/2020 3:12:35 PM	Information	The file, 'achreturn.txt', was detected

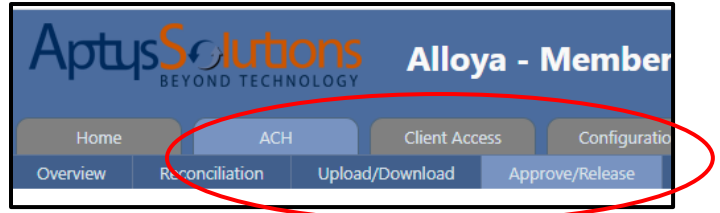
Rejected files should be corrected and uploaded again.

***NOTE: Accepted files require a second approval to complete the process.***

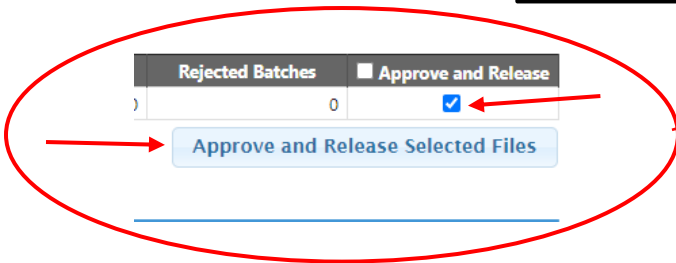
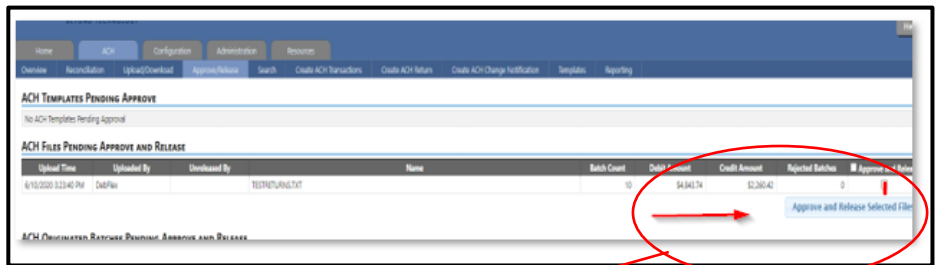
### Approving an Uploaded Return File

Another user that did not create the return file upload must approve the file.

- User #2 should select the **ACH** tab.
- Select the **Approve/Release** tab.



- Select the box for the file you want to approve.
- Click the **Approve/Release Selected File** button.



### Return Report

You can download and save a report of the returns by going to the **Upload/Download** tab, finding the file in the **ACH Files Recently Uploaded** section and clicking on the file line.

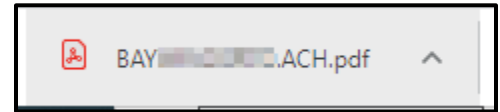
**ACH Processing Details** will populate. Select the **Print as PDF** option.

#### ACH PROCESSING DETAILS

File Name:	BAYWINDSRTO.ACH	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; width: 100%;"> <p style="margin: 0;">Options</p> <p style="margin: 5px 0 0 20px;"><a href="#">Print as PDF</a></p> </div>
Detection Time:	7/20/2020 5:00:39 PM	
Approved Time:		
Released Time:		
Cut-Off Time:		

#### ACH FILE DETAILS

The file will be available on the bottom left-hand side of the browser window to open and save.



### Reconciliation Tab

You can verify that the file was successfully submitted and approved on the **Reconciliation** tab. Click the + sign next to any title to view the details.

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



ACH RECONCILIATION			
Outgoing			
	Batch Count	Debit Amount	Credit Amount
+ Total Uploaded	1	\$172.35	\$0.00
+ Total Originated	0	\$0.00	\$0.00
- 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	1	\$172.35	\$0.00
- Total Batches Added to Warehouse	Total of batches ready for cutoff on 6/11/2020		\$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	1	\$172.35	\$0.00
Total Notification of Changes	0	\$0.00	\$0.00