

# Business Online Banking ACH Quick Guide

This **quick guide** will give you an overview of the ACH process and adding an ACH Template in Business Online Banking. For all features and ACH details, please refer to the **Business Online Banking Master User Guide.** 

Login to Business Online Banking via the website at www.broadviewfcu.com and click on the Business widget and choose BusinessACH.

((B)) Broadview <sup>-</sup> Federal Credit Union	Best Bank/Credit Union	nov for bankang bacal productives were low to knowned were low to kno
My Accounts Move Money Accounts	int Tools Financial Planning Help & Support	Business
		Business
DASHBOARD		BusinessACH BusinessAeports

Click New Template:

Enter a Template Name, Transaction Type, Company Entry Description and Access Level.

My Accounts	Move Money	Account Tools	Financial Planning	Help & Support	Business				
BUSIN	IESS AC	н				Create ACH	~	E	0
Templates	Scheduled His	story							
			You have not created						

Transaction Type options include:

- Consumer Collections (Debit from a Personal account)
- Consumer Payments (Credit a Personal account)
- Business Payments (Credit a Business account)
- Business Collections (Debit a Business account)

Transaction Type CCD. Credits	Business Payments - CCD, C ^					
	Consumer Payments - PPD, Credits					
Company Entry Description 👔	Consumer Collections - PPD, Debi					
	Business Payments - CCD, Credits					
Access Level 🕐	(Business Collections - CCD, Debits					
	access					

Nev	v Template	×
Template Name	40	
Offset Account 😨	Business Checki	
Company Name		
Transaction Type	~	
Company Entry Description 👔	e.g. payroll, bonuses 10	
Access Level 🕐	Normal All users with ACH permissions can	
Import Payees	Cancel Create Templa	ate

Click Create Template.

The Add Payee window will pop up.

## Choose Add an ACH Payee or Add Payees.

Fill in the requested information including:

- Company entry description
- Access level normal (use restricted only if you have an agreement with the payee)

Click Create Template. System will acknowledge your template creation was successful.

For new payees select **Add Payee**. For existing payees: Select their existing template or search the payees name in the Search Payees field.

### Click Add an ACH Payee.

At the **Add Payee screen** click **Get Started**. Select Person or Business and enter **Payee Information**.

dd new payee	× Add new payee	
ayee details	Email (Optional) test@yahoo.com	
Person Business	14	1 / 50
electing a payee's type is required. A payee's type is an	Payee ID (Optional) 123	
dentification tool to help with payment processing. Once this field is aved it cannot be edited.	S We will create a Payee ID for you, or you can enter your own 3 Payee ID.	3 / 3
Full Name *	Payee's address is required to utilize wire payment methods.	
0/35	📞 Add phone number (Optional)	
Email (Optional)	Add website (Optional)	
Payee ID (Optional)	Choose a group (Optional)	
We will create a Payee ID for you, or you can enter your own Payee ID.	Employees Vendors ✓ Customers +	
ayee's address is required to utilize wire payment methods.		
Add address		
•	Add payee	s C

From **Choose a group**, select a payee group. This allows you to organize your Payees by type. Click <u>+ **Create Group**</u> to create a new group if you don't want to use the options listed.

#### Click Add Payees

The system will advise that you have successfully added your Payee.

Choose a **Payment Method type** by clicking <u>the +</u> under payment method.

Click ACH.

Enter the **Account Information** where the funds will be debited or credited – (i.e. Collection means Debit). \*Note, you must add a **Nickname** to be able to save the payment method.

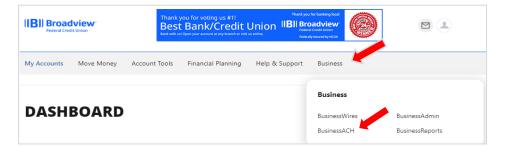
Click back to payee list.

	Ado	d Payees to Temp	late	×
All Payees	Selected	Q Sear	ch Payees	
There are n		vith a payment me Add an ACH Payee		H available.
Manage Payees	>		Cancel	Add Payees



dd payment method	×
eneficiary FI and account information	
Routing Number	
A valid routing number is required	0/9
Account type	~
Account Number	
	0 / 17
Nickname	0
e.g. Primary ACH, Vendor Wire	0 / 100
+ ID number	

## Go back to the Business widget on your Dashboard and choose BusinessACH.



Choose **Scheduled** in the Business ACH screen.

Click Add Payees.

Click the **Payee** on the left that you wish to add to the template.

Click **Assign 1 Payee** at the bottom of the page.

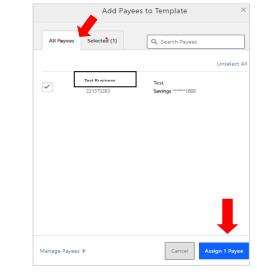
You will receive a success notification.

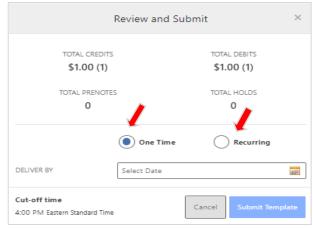
Click **Edit (pencil)** in the amount column and enter the information and amount of the transfer.

#### Click Save Changes.

Fest payee -Business Payr	nents - CCD, Credits	Bus	Offset Account
(i) Details	Payees		🗅 Make a copy
Q Search Payees			Show ACH Limits
IAME	ACCOUNT	STATUS	AMOUNT 🧪
Test	ACCOUNT	Savings - *****1688	~
	STATUS	Active	¥
	AMOUNT	\$0.00	
	ADDENDA ③		
	DISCRETIONARY DATA	Optional	
	Remove Payee	Cance	al Save Changes
+ Add Payees		Total: \$0.00	eview and Submit

BUSINESS	1	Create ACH 🗸 🗾 🔞
Templates Scheduled Histo	ry	
Q Search Templates	Test	Offset Account
Test CCD, Credits -	0 payees -Business Payments - CCD, Credit	Business Checking
	(i) Details 12 Payees	Make a copy
+ New Template		
	No pavees ha	ave been added yet.





#### Click Review and Submit.

This screen will give you the option to send a one-time ACH or recurring ACH.

Select One Time or Recurring and the Deliver By Date.

Click Submit Template.

For Recurring ACH's, you have several options for frequency of Recurring ACH files:

- Weekly
- Bi-weekly
- Semi-monthly (1<sup>st</sup> and 15<sup>th</sup>)
- Monthly
- Every other month
- Quarterly
- Every six months or
- Yearly

Chose the Start Date and Ending date (or never).

Choose the Non-Business Day Handling: This feature is used to determine the processing date of the ACH when the scheduled date of the recurring ACHs is on a holiday or weekend.

A confirmation of the recurring ACH template set up will appear.

Click Done. Your ACH has been scheduled.

Click on **Scheduled** to review all the scheduled templates you have created and active templates you have already submitted.

At the bottom of the calendar screen, you can see all your scheduled templates and ACH files. A small blue dot will appear below a day that you have an ACH scheduled.

Temp	lates	Sch	eduled	н	listory															
		ı	May '2	24					J	une '	24						July '2	14		
SU	MD	τu	WE	тн	FR	SA	SU	MD	τu	WE	тн	FR.	SA	SU	MO	τu	WE	тн	FR.	SA
			1	2	з								1		1	2	З	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
																			Ð	E
Sche	duled	Templa	ates															Sho	w Searc	h *

	Review and Submit	×
TOTAL CREDI		
\$1.00 (1	) \$1.00 (1)	
TOTAL PRENO	TES TOTAL HOLDS	
0	0	
	One Time Recurring	
FREQUENCY	Weekly	~
STARTING	05/03/2024	111
ENDING	Never	
	On 05/24/2024	
NON-BUSINESS DAY HANDLING	O Deliver Before	
	Deliver After	
Cut-off time 4:00 PM Eastern Standard Ti	me Cancel Submit Tem	plate

~