

# MID-ATLANTIC CORPORATE ACH ORIGATION

## PAYMENT SETS

### **STEP 1: Create / Edit PAYMENT SET**

If adding a member to a Payment Set that already exists, **SKIP STEP 1**

1. Click **Payment Sets** tab
2. Click **Payment Sets** from the navigation tree
3. Click on **New** button
  - If existing Payment Set; to Edit, click on the **View Payment Set** icon



4. Fill-in the **Add Payment Set** popup window and **Save**

(FIELD DESCRIPTIONS TO FOLLOW)

DFI: Test Credit Union

Pay Set Name: 20th MONTHLY

Company Name: Test Credit Unio

Company ID: 9123123123

Std Entry Class: (PPD) Pre-Arranged Payment and Depos

Entry Description: ACH TRANS

OOFI Number: 231387550

MID-ATLANTIC CORPORATE PCU

Frequency: Monthly

Day of Week: None

Day of Month: 20

Second Day of Month: 0

Month of Year: 0

Auto Create/Release: Automatic

Start Date: 03/13/2009

End Date: 03/13/2014

Next Effective Date: 04/20/09

Weekend/Holiday Adjustments: Advance to Next Bus. Day

Default Max Amt: 25,000.00

Service Class: (200) Debits/Credits

Originator Status: (1) Depository Financial Institution

Descriptive Date:

Discretionary:

**OFFSET INFORMATION**

Level: Item

TranCode: (22) Checking - Credit

ABA #:

Account #:

**CROSS-BORDER INFORMATION**

Source Currency:

Dest. Country:

Ex. Ref. Indicator:

Dest. Currency:

Exchange Method:

Exchange Rate:

Save Cancel

**Pay Set Name:** Name of payment set (Ex: 10<sup>th</sup> monthly, Bi-Weekly Friday)

**Company Name:** Name of company/originator

**Company ID:** Number to identify the company (\*CU Originators use 9 followed by their Routing Number)

**Std Entry Class Code:** Codes authorized for use with this Payment Set

**Entry Description:** Description of entry (Ex: Loan Pymt, Payroll, etc.)

**ODFI:** Routing Number for the Originating Depository Financial Institution

**Frequency:** Frequency the system uses to create the next effective entry date

**Day of Week, Day of Month, and Day of Year:** \*Optional field to specify day for creating ACH file from payment set

**Start Date, End Date:** Exact dates for start and end of payment set

**Effective Date:** Date the transaction will be applied

**Default Max Amt:** Validation amount that limits max dollar amount

**Service Class Code:** Indicates transaction type (Ex: debit, credit, or both)

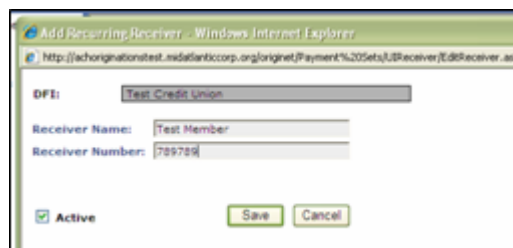
**Originator Status:** "Depository Financial Institution"

## STEP 2: Add Receivers

1. Under the **Payment Sets** tab
2. Click **Receivers** from the navigation tree
3. Click on **New** button
  - If existing Receiver; to Edit, click on the **View Receiver** icon



4. Fill-in the **Add Receivers** popup window and **Save**.



**Receiver Name:** Receiver's Name

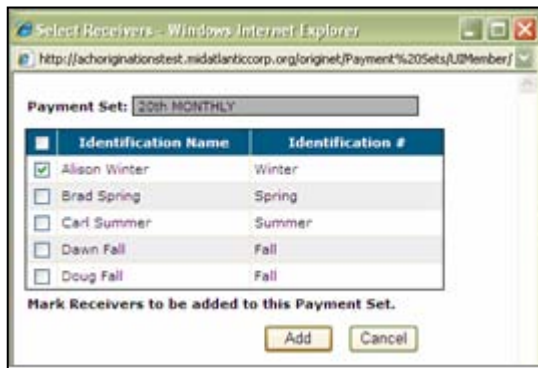
**Receiver Number:** Number specific to Receiver (Ex: Account Number, Social Security Number)

### STEP 3: Add/Edit Members Within Payment Sets

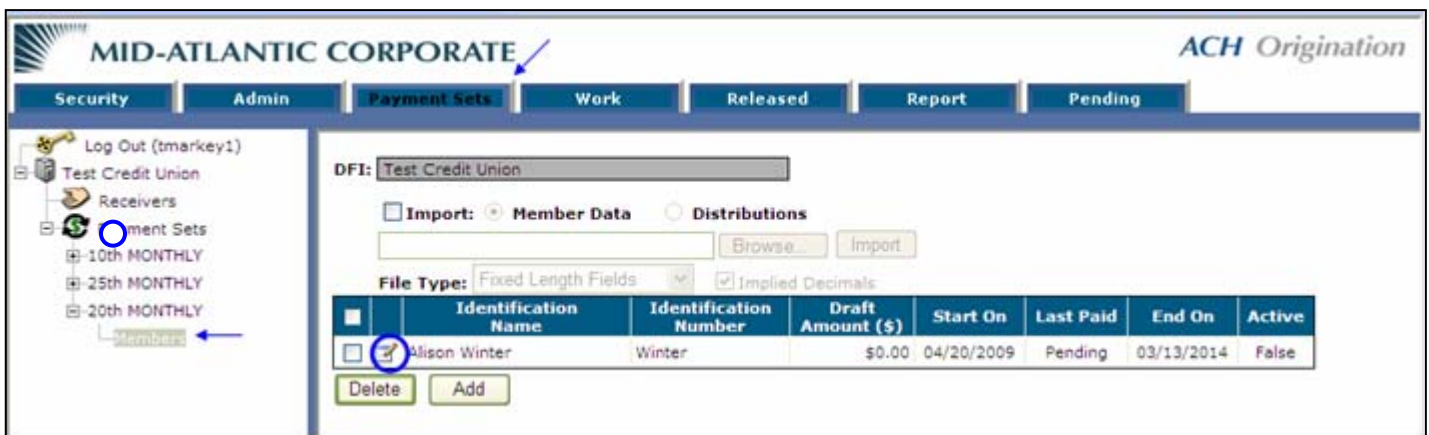
1. Under the **Payment Sets** tab
2.  Expand the appropriate Payment Set on navigation tree and click **Members**
3. Click on **Add** button to add member(s) to appropriate Payment Set



4. Mark the box of the member(s) to add
5. Click **Add**



6. Click on **View Payment Set** icon to add payment information



7. Fill-in the **Add Payment Set** popup window and click **Add**

Payment Set Draft - Windows Internet Explorer  
 http://achoriginationstest.midatlanticc corp.org/originet/Payment%20Sets/Member/EditMember.aspx?Mode=Edit&PID=ae853a53-53ca-404e-86d...

Originator: Test Credit Union      Payment Set: 20th MONTHLY  
 SEC Code: (PPD) Pre-Arranged Payment and      Service Class: (200) Debits/Credits  
 Frequency: Monthly      Next Eff. Date: 04/20/2009  
 Receiver Name: Alison Winter      Receiver ID: Winter

**Overall Draft Settings**      **Historical Information**

Min Draft (\$): 0.00      Last Draft Date: Pending  
 Draft Amt (\$): 500.00      CR To Date (\$): 0.00  
 Max Draft (\$): 25,000.00      DB To Date (\$): 0.00  
 Draft Type:  Credit  Debit      Net To Date (\$): 0.00  
 Start Date: 04/20/2009      Drafts To Date: 0  
 End Date: 03/13/2014       Active

**Draft Distribution**

ABA Number	Account Number	Transaction Type	Amount (\$)	(%)	Start	End	Active	OffSet Type
Add								

Save      Cancel

**Min Draft Amount:** \*Optional – Minimum amount assigned to the transaction

**Draft Amt:** Amount to be drafted

**Max Draft Amount:** Maximum amount to be drafted

**Draft Type:** Indicates a debit or credit at the other institution involved in the transaction

**Start Date:** Determines start of distribution

**End Date:** Determines end of distribution (automatic default of five years)

**Active:** Determines whether the transaction is active or inactive

8. Fill-in the **Member Data** popup window and **Accept**

Originator: Test Credit Union      Draft Set: 20th MONTHLY  
SEC Code: ((PPD) Pre-Arranged Payment and Deposit)      Service Class: ((200) Debits/Credits)  
Frequency: Monthly      Effective Date: 04/20/2009  
ID Name: Alison Winter      ID Number: Winter

**DISTRIBUTION INFORMATION**

ABA Number: 231387550      Status:  Active  
MID-ATLANTIC CORPORATE FCU      Pre-Note:  Required  
Acct Number: 456456456      Pre-Note As Of:   
Tran Code: ((27) Checking - Debit)      Discretionary:   
Input Basis:  Amount  Percent  
Amount: 500.00  
Percent:   
Start On: 04/20/2009  
End On: 03/13/2014  
Addenda Usage: None

**Historical Information**

Last Drafted On:   
Amount To Date: 0.00  
Count To Date: 0

**OFFSET INFORMATION**

Level: Item      TranCode: ((22) Checking - Credit)  
ABA #: 123123123      Account #: 789789789

Accept Cancel

**ABA Number:** Routing Number of the other institution involved in the transaction

**Acct Number:** Member's account number at the other institution

**Tran Code:** Transaction type at the other institution (Ex: Checking, Debit – Savings, Credit)

**Input Basis:** The transaction in dollar amount or percentage

**Amount:** Transaction dollar amount

**Percent:** If selected under input basis, specify percentage of transaction amount

**Start Date:** Determines start date of distribution

**End On:** Determines end date of distribution

**Addenda Usage:** Determined by Standard Entry Class Code (SEC)

**Payment Information:** If Addenda Type selected, this field is for addenda information

**Status:** Determines whether the transaction is active or inactive

**Pre-Note:** \*Pre-Note can delay start date for distribution

**Discretionary:** \*Optional two character field for SEC codes

9. Returned to the previous page and **Save**