

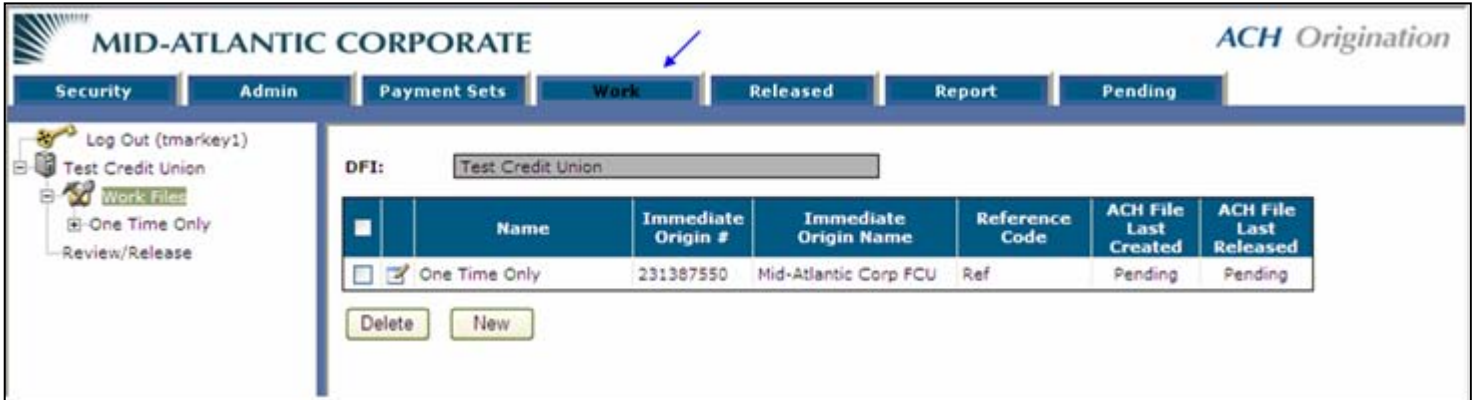
MID-ATLANTIC CORPORATE ACH ORIGATION

WORK FILES

Import an ACH File, Create a One-Time Only or Reversal

If adding a member to a Work File that already exists, **CONTINUE WITH #7; EDIT**

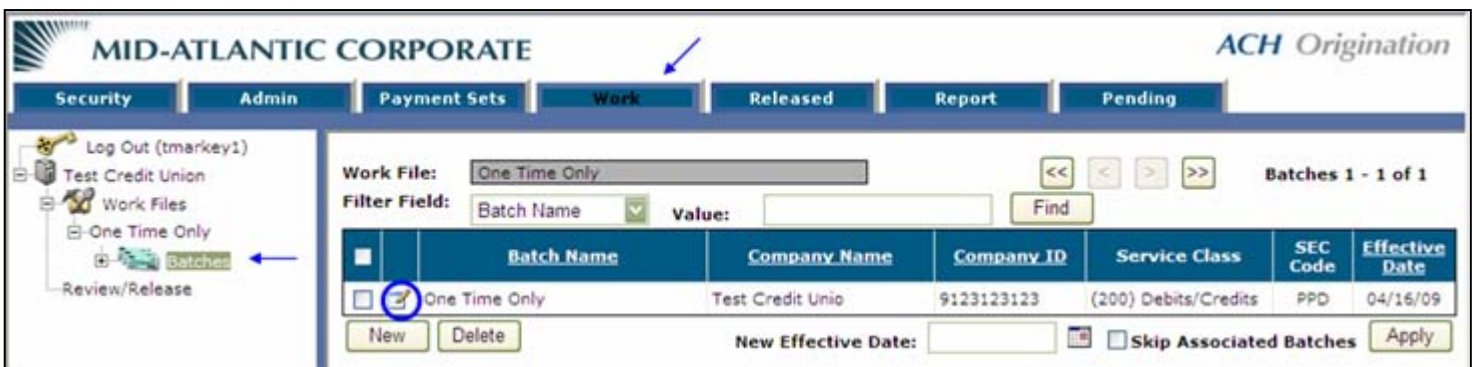
1. Click **Work** tab
2. Click **Work Files** from the navigation tree
3. Click on **New** button



4. Fill-in the **Add File** popup window with the **File Name**
** If importing an ACH file, click **Browse** to locate the file, then **Import***
5. **Save**



6. Expand the appropriate Work File on navigation tree and click **Batches**
7. Click on **New** button
 If existing **Batch**; to Edit, click on the **View Work File** icon



8. Fill-in the **Add Batch** pop-up window and **Save**

- Receiver information will populate the batch by selecting an **External Source**. Select **None**; to manually enter the item information, **Pay Set**; to populate the item information from a previously created Pay Set, or **File**; to upload a CSV formatted file.
- If **Pay Set** or **File** is selected as an External Source, **Load Items on Save** will need to be checked.
- Manually adding information is used for One-Time Only, Reversal and Resubmitted items
- If reversing a Payment Set, add batch information, import Payment Set and Save. Re-enter in to the batch, select **Reversals** and **Save**.

The screenshot shows a web browser window titled "Add Batch - Windows Internet Explorer". The address bar shows a URL from "http://achoriginationstest.midatlanticcorp.org/Originet/WORK/Batch/EditBatch.aspx?". The form contains the following fields and values:

- Originator: Test Credit Union
- Work File: One Time Only
- Batch Name: One Time Only
- SEC Code: (PPD) Pre-Arranged Payment anc
- Service Class: (200) Debits/Credits
- Company ID: 9123123123
- Company Name: ABC Company
- Effective Date: 03/17/2009
- ODFI Number: 123123123
- Entry Description: OneTimeOnl
- Origin Status: (1) Depository Financial Institution
- Descriptive Date: (empty)
- Discretionary: (empty)
- Reversals:
- Cross-Border Information: Source and Destination dropdowns, Currencies, Destination Entry, Exchange Method, Ex. Ref. Indicator, Exchange Rate.
- External Source: None, Pay Set, File
- Clear Items:
- Offset Information: Level: Item, TranCode: (22) Checking - Credit, ABA #: (empty), Account #: (empty)
- Buttons: Save, Cancel

Batch Name: Name of Batch (Ex: Payroll, Direct Deposit)

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

SEC Codes: Codes authorized for use with this Work File

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

Company Name: Name of company/originator

Effective Date: Date the transaction will be applied

ODFI: Routing Number for the Originating Depository Financial Institution

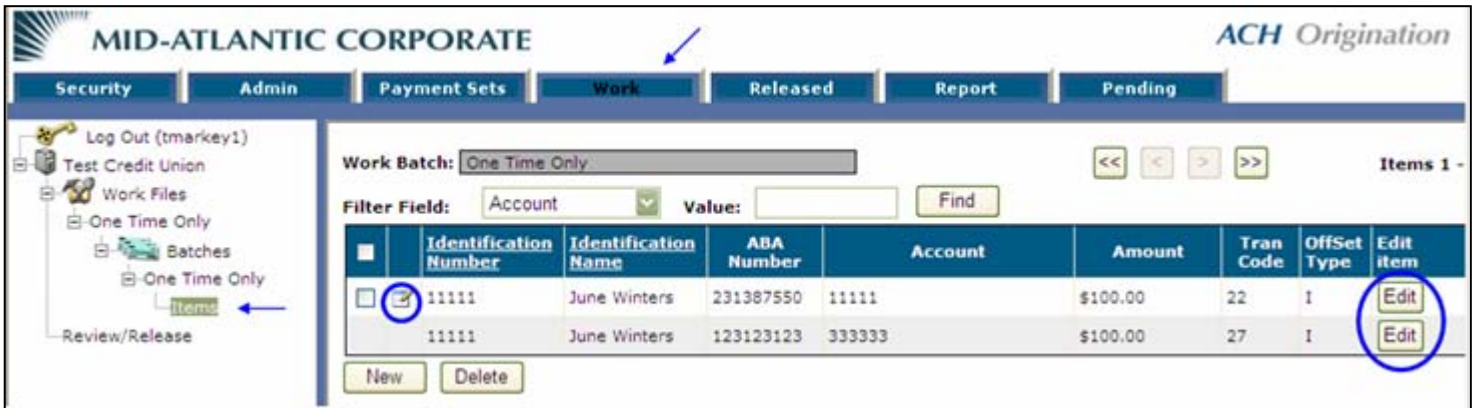
Entry Description: Description of entry (Ex: Loan Pymt, Payroll, etc.)

Discretionary: *Optional two character field for SEC codes

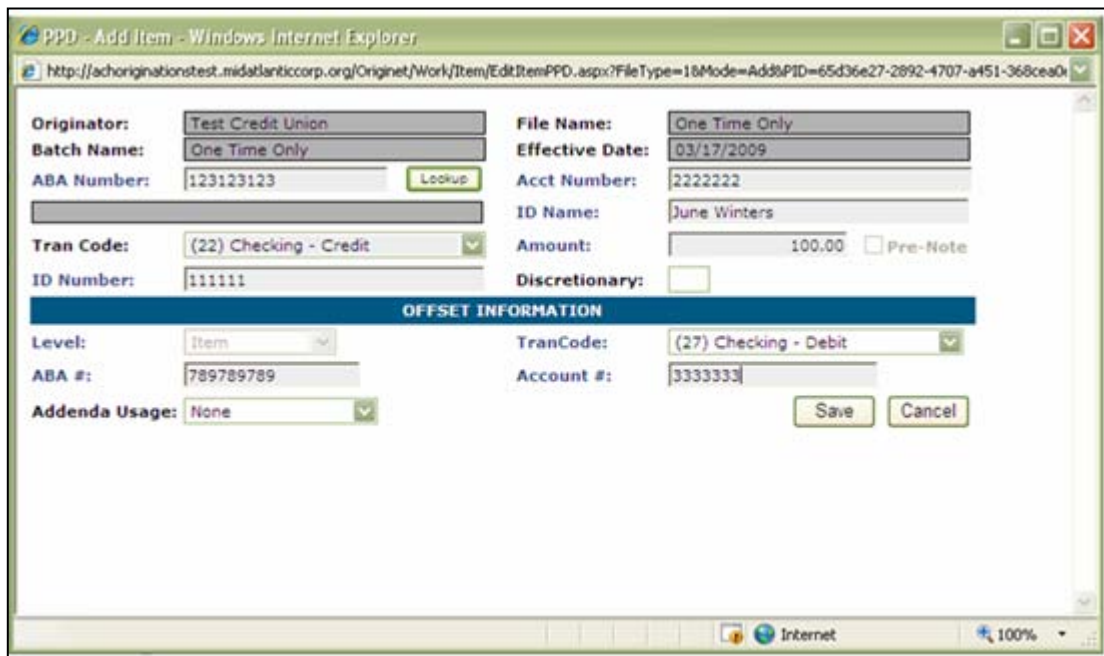
Descriptive Date: *Optional six character field to provide date display to receivers

Originator Status: "Depository Financial Institution"

9. Expand the appropriate Work File, Batch and then click **Items** from navigation tree to add item information
10. Click on **New** button
 - If existing Item(s); to Edit, click on the **View Item** icon



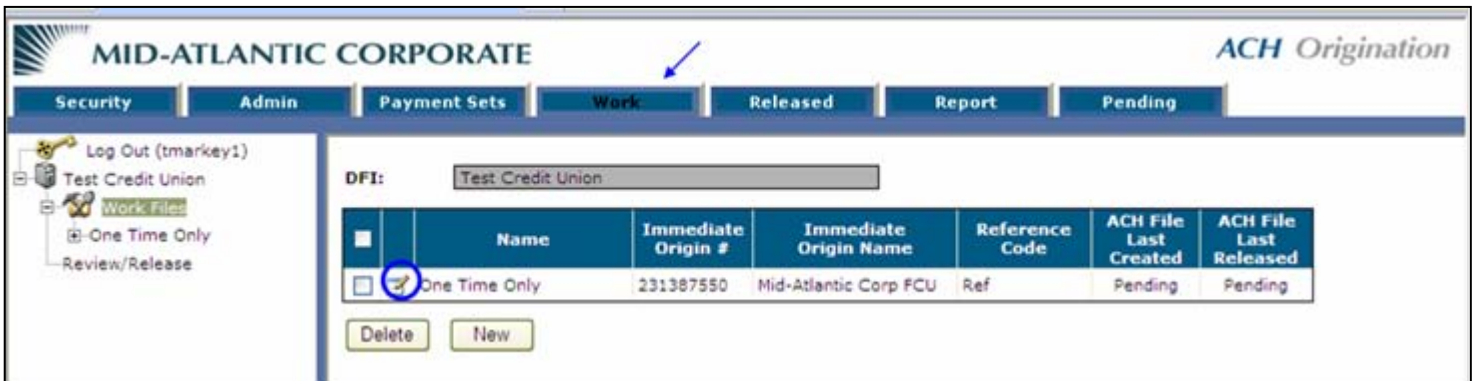
11. Fill-in the **Add Item** popup window and Save
 - * Continue with Releasing a Work File
12. **Save**



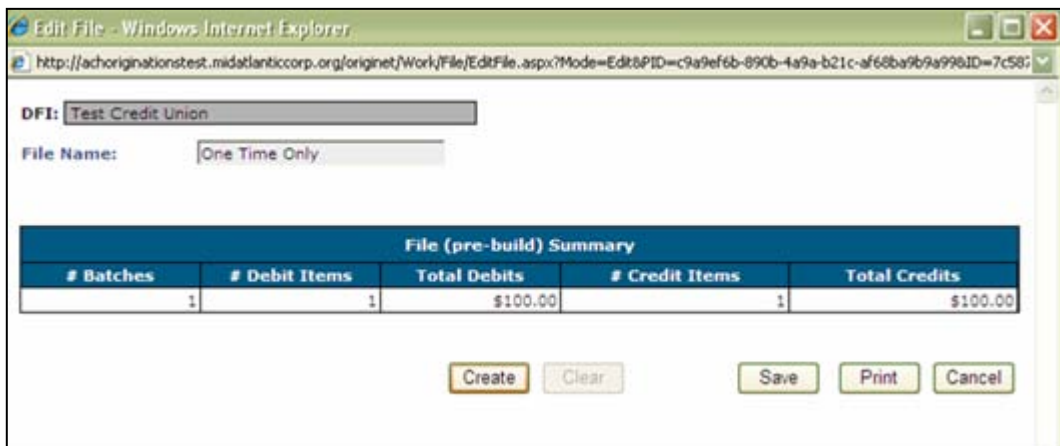
- ABA Number:** Routing Number of the of the other institution involved in the transaction
- Account Number:** Member's account number at the other institution
- ID Name:** Name of account holder being debited
- Tran Code:** Transaction type at the other institution (Ex: Checking, Debit – Savings, Credit)
- Amount:** Transaction dollar amount
- Pre-note checkbox:** If selected, item will create a zero dollar amount item when saved
- ID Number:** Identification Number of account holder
- Discretionary:** *Optional two character field for SEC codes
- Addenda Usage:** Select from drop down list; Fields determined by Standard Entry Class Code (SEC)

Releasing Work Files to Mid-Atlantic Corporate

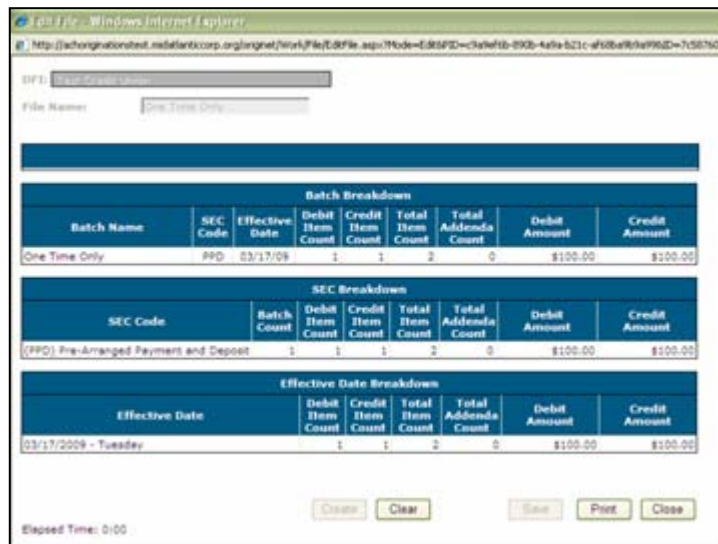
1. Under the **Work** tab
2. Click **Work Files**
3. Click the **Edit Work File** icon



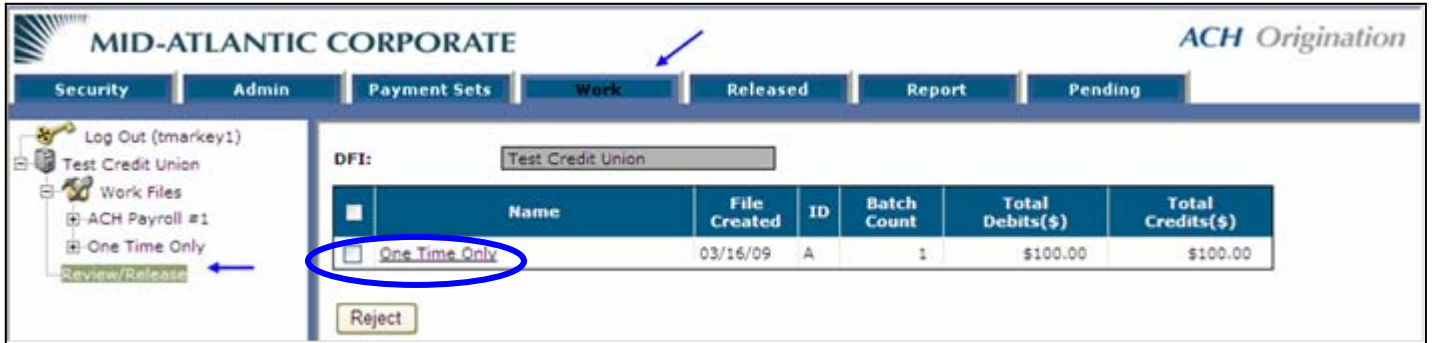
4. Click **Create**



5. If the Create File process was successful, then a **File Summary** breakdown will display
 - *Print and Close or Close the File Summary*

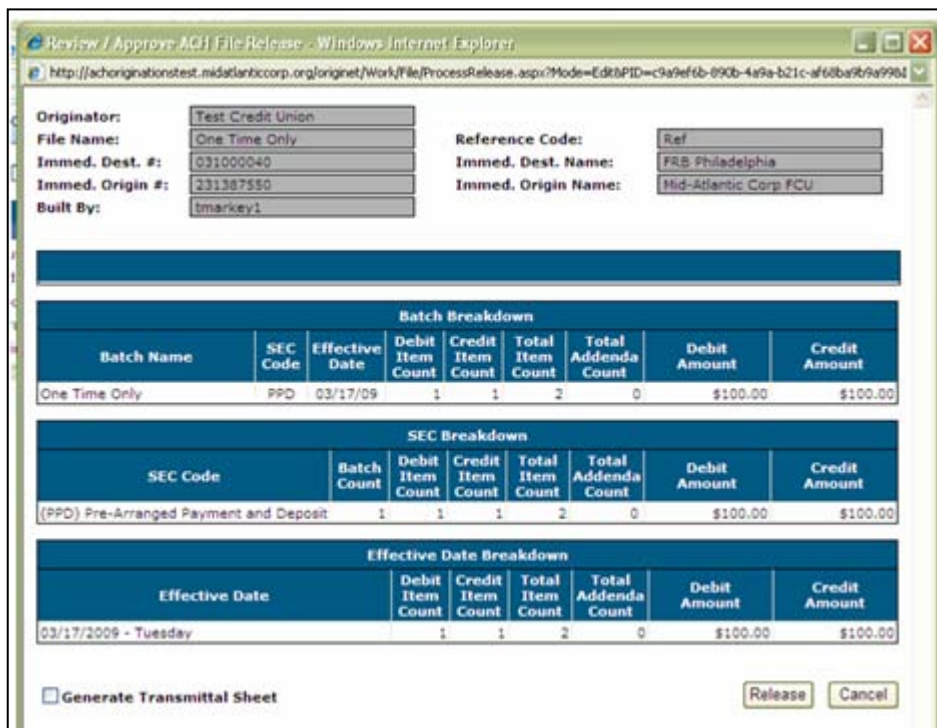


6. Open **Review/Release** branch from the navigation tree and click **Name of Work File**



7. Click **Generate Transmittal Sheet** and click **Release**

- **Generate Transmittal Sheet** provides a printable report of the ACH Work File
- By clicking **Release** you are sending the ACH Work File to Mid-Atlantic Corporate for processing



- Once the ACH Work file is Released, the file will move to the **Pending Tab**, then **Batches** from the navigation tree.
- Items in a Pending status will be picked-up at 3:00 PM Eastern Time by Mid-Atlantic Corporate for processing

