



Treasury Management

User Guide

Learn how to use Treasury Management with this helpful guide.

For questions contact us at **727-335-0500**

Member
FDIC

The logo features a blue circle with a white crescent shape inside, resembling a stylized 'C' or a sun/moon.

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Table of Contents

Logging in to Treasury Management.....	7
Dashboard.....	10
Accounts Widget.....	11
Manage Account Groups.....	11
Information Center Widget.....	11
Resource Widget.....	11
Favorite Reports Widget.....	11
Quick Transfer Widget.....	12
Stop Payment Pending Approval Widget.....	12
Positive Pay Widget.....	12
Payments Pending Approval Widget.....	12
Quick Loan Payment Widget.....	12
Message Center.....	13
Composing a Message.....	13
Archiving a Message.....	14
Notifications.....	15
View All Notifications.....	15
Archive All.....	15
Cut-off Times.....	15
User Menu.....	17
Profile and Preferences.....	17
User Information.....	17
Security Preferences.....	17
Security and Password Settings.....	17
Changing Your Account View.....	17
Notification Setup.....	18
Configuring Notification Preferences.....	18
Logging Off Treasury Management.....	18
Accounts.....	19
Account List.....	19
Refresh Balances.....	19
Account Number Link.....	19
Actions Drop-Down Menu.....	19
Downloading Account Transactions.....	20
Research Transactions.....	20
Payments.....	21
Transfers.....	21
Create a Transfer.....	22
Transfer Activity.....	24
Approving or Rejecting a Transfer.....	25
Canceling a Transfer.....	25
Recurring Transfers.....	25
Approving or Rejecting a Recurring Transfer.....	25
Canceling a Recurring Transfer Series.....	25
Transfer Templates.....	26
Create a Transfer Template.....	26
Create a Transfer from a Template.....	27
Editing a Transfer Template.....	27
Create Loan Payment.....	28

Table of Contents

Loan Payment Activity	28
Editing a Loan Payment	28
Wires.....	29
Creating a USD Domestic Wire	29
Creating a USD International Wire.....	31
Creating Multiple Wires.....	32
Creating a Foreign Currency Wire.....	34
Requesting a Rate Quote.....	34
Creating an FX Wire Beneficiary.....	35
Creating an FX Wire	38
Approving an FX Wire	40
Upload Wires	42
Wire Payment Activity	43
Editing a Wire.....	43
Approving or Rejecting a Wire	44
Canceling a Wire Transfer.....	44
Wire File Activity.....	45
Recurring Wires	45
Editing a Recurring Wire	45
Canceling a Recurring Wire Series	46
Wire Templates.....	46
Creating a Wire Template.....	46
Creating USD Wires from Templates.....	47
Wire Creditors.....	49
Creating a Domestic Creditor.....	49
Creating an International Creditor.....	51
Initiating Wire Payments to Creditors	53
Editing Wire Creditors.....	55
Approving or Rejecting a Creditor	56
Deleting a Creditor	56
Wire Upload Formats.....	56
Creating Wire Upload Formats.....	56
ACH.....	57
Create an ACH Payment.....	57
Creating an ACH Payment Manually.....	57
Uploading a Nacha Formatted File	58
Create ACH Tax Payment.....	60
Creating an ACH Tax Payment Manually	60
Create Child Support Payment.....	61
Creating a Child Support Payment Manually	61
ACH File Activity	62
ACH Payment Activity.....	62
Approving or Rejecting an ACH Payment.....	62
Editing an ACH Payment.....	62
Canceling ACH Payment Activity.....	64
Uninitiating ACH Payment Activity.....	64
Recurring ACH Payments	65
Editing a Recurring ACH Payment.....	65
Canceling a Recurring ACH Payment.....	65

Table of Contents

ACH Templates.....	65
Creating an ACH Template.....	65
Creating ACH Payments from Templates.....	67
ACH Tax Templates.....	68
Creating an ACH Tax Template Manually.....	68
ACH Recipients.....	69
Adding an ACH Recipient.....	69
Editing an ACH Recipient.....	69
Deleting an ACH Recipient.....	70
ACH Recipient Import Layout.....	70
Determining the Import Layout.....	71
ACH Reversals.....	71
ACH Notification of Change Activity	72
ACH Return Activity	72
Positive Pay	73
Check Exceptions.....	73
Working with Check Exceptions.....	73
Submitting a Check Exception Correction Request.....	74
Check Exceptions – Decision Activity.....	75
ACH Exceptions	75
Working with ACH Exceptions.....	75
ACH Exceptions – Decision Activity.....	76
ACH Exceptions – Filter Rules.....	76
Create ACH Filter Rule.....	76
Work with ACH Filter Rules.....	76
Issued Items.....	77
Create Issued Items	77
Uploading Issued Items.....	77
Issued Items Activity.....	78
Check Upload Formats.....	79
Creating a Check Upload Format.....	79
Editing the Positive Pay Upload Format.....	80
Stop Payment.....	81
Creating a Stop Payment	81
Stop Payment Activity.....	81
Receivables.....	82
Install a scanner	82
Create a Deposit – Remote Deposit Now.....	82
View Deposits.....	84
Search Deposits.....	85
Deposit Reports.....	85
Delete a Deposit Batch	86
Reporting.....	87
Electronic Documents.....	87
Account Reconciliation.....	87
Creating a Report.....	87
Running Reports.....	88
Admin.....	89
User List.....	89

Table of Contents

Viewing User Information.....90

Resetting Passwords.....90

Copying a User90

Editing User Information91

Approving or Rejecting a User91

Creating a User91

Entitlement Field Definitions92

Editing Account Nicknames.....95

Logging in to Treasury Management

Log in to Treasury Management after obtaining your Company ID and Login ID from your company administrator.

1. Open your enrollment email and click **Join**.
2. Select the *Initial Login URL link* from your enrollment email. The link directs you to the login page.
3. Enter your *Company ID*.
4. Enter your *Login ID*.
5. Select **Submit**.
6. Select **Create my Bank ID** and complete the profile fields. Click **Next**.

Login

Input your Treasury Company ID and Treasury User ID to begin the enrollment process. You will be prompted to complete profile details, as well as select a user name and password.

Company ID *

Login ID *



i Create your Climate First Bank ID to establish your account access.

 Create my Climate First Bank ID

ALREADY HAVE A CLIMATE FIRST BANK ID?
Login to link an additional account.

Username

Forgot?

Continue



i Create your Climate First Bank ID to establish your account access.

Create your Climate First Bank ID

Verify your profile information

First name (Required)

Last name (Required)

Email

Email (Required)

Phone Number

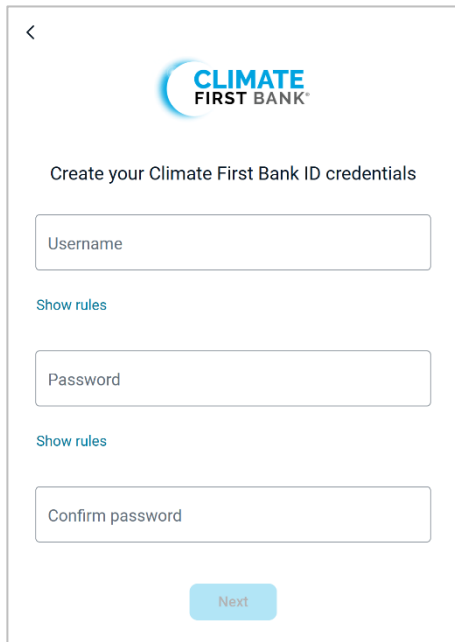
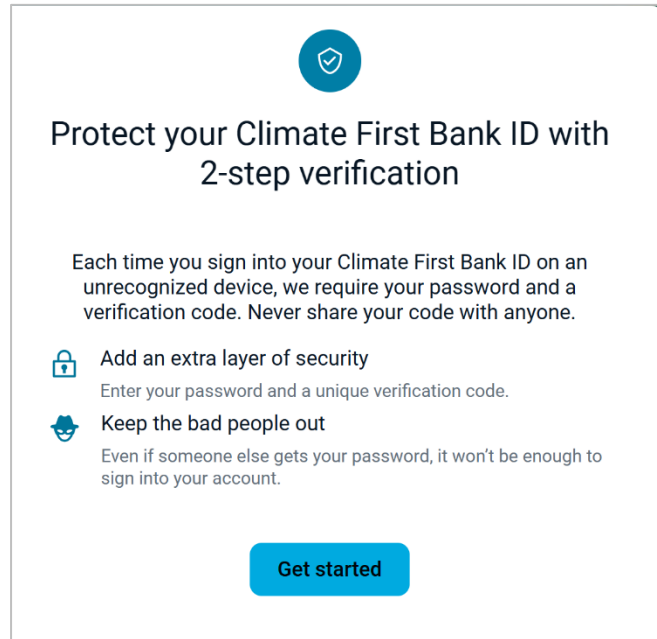
Country

+ 1

US/Canada

Next

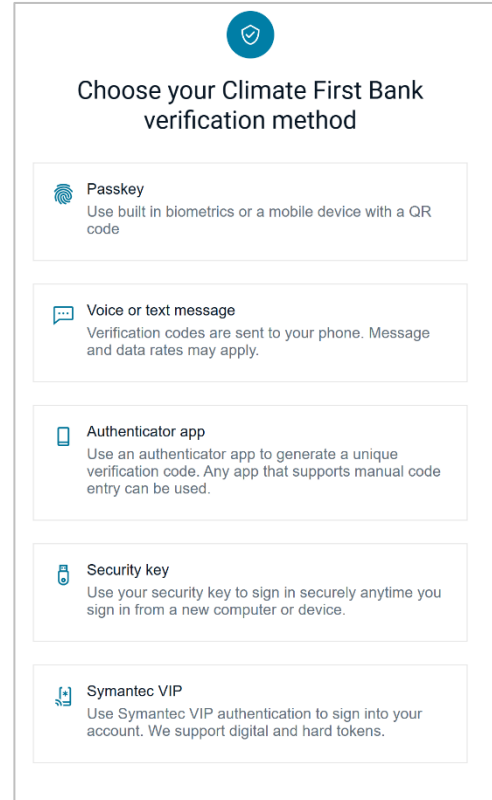
7. Create your *Username* and *Password*.
8. Click **Next**.
9. Click **Get Started** on the following screen.

10. Choose your method of verification. We will prompt you to authenticate if unusual login activity is detected.

- **Passkey:** Use biometrics or a mobile device with a QR code.
- **Voice or text message:** Register a phone number to receive text codes or automated phone calls
- **Authenticator app:** Open your authenticator app and either scan the QR code or enter the code that appears manually. Enter the code that generates on your app.
- **Security key:** Tap or insert your device to register.
- **Symantec VIP:** Use Symantec VIP authentication to sign into your account. Digital and hard tokens supported.

11. Follow the process for the method of your choosing.
PLEASE NOTE: you may need to enter and verify your phone number for text and voice calls.



When using Treasury Management, the system prompts you to enter a security code received via text or automated phone call to authenticate at challenge points.

Phone Numbers for Authentication

For authentication purposes when working with transactions, please provide phone numbers to receive text messages (SMS) and automated phone calls. You may be prompted to verify your identity by responding to a text message or automated phone call when working with transactions within the Treasury Management platform.

Text Message (SMS)

Get a prompt via text message and reply to verify your identity.

Add Phone Number

Automated Phone Call

Receive a prompt via automated phone call and reply to verify your identity.

Add Phone Number

You can only enter this information one time. You must contact your financial institution to change your security phone numbers.

Done

1. Click **Add Phone Number** in the Text Message or Automated Phone call section.
2. Enter your phone number and check the box to register the same number for the other method if you wish. Leave it unchecked if you wish to register a secondary number for the other method. Click **Verify Number**.
3. Enter the code you receive and click **Verify Number**.
4. Review your confirmation. If you opted to register the same number for both methods, choose your preferred method of verification. Click **Done**.
5. Register another number for the other method if applicable. Click **Done**.

Add Phone Number

Receive a text message (SMS) and reply to verify your identity.

Phone Number: - -

☐ Use same number for automated phone calls

Verify Number Cancel

Verify Phone Number

A text message (SMS) was sent to your phone. We need to verify your identity for the security of the account. Please enter your One Time Password below.

Phone number:

Verify Number Cancel

Verify Phone Number

Success

Phone Number:

What is your preferred method of verification?

☒ Text Message ☐ Automated Phone Call

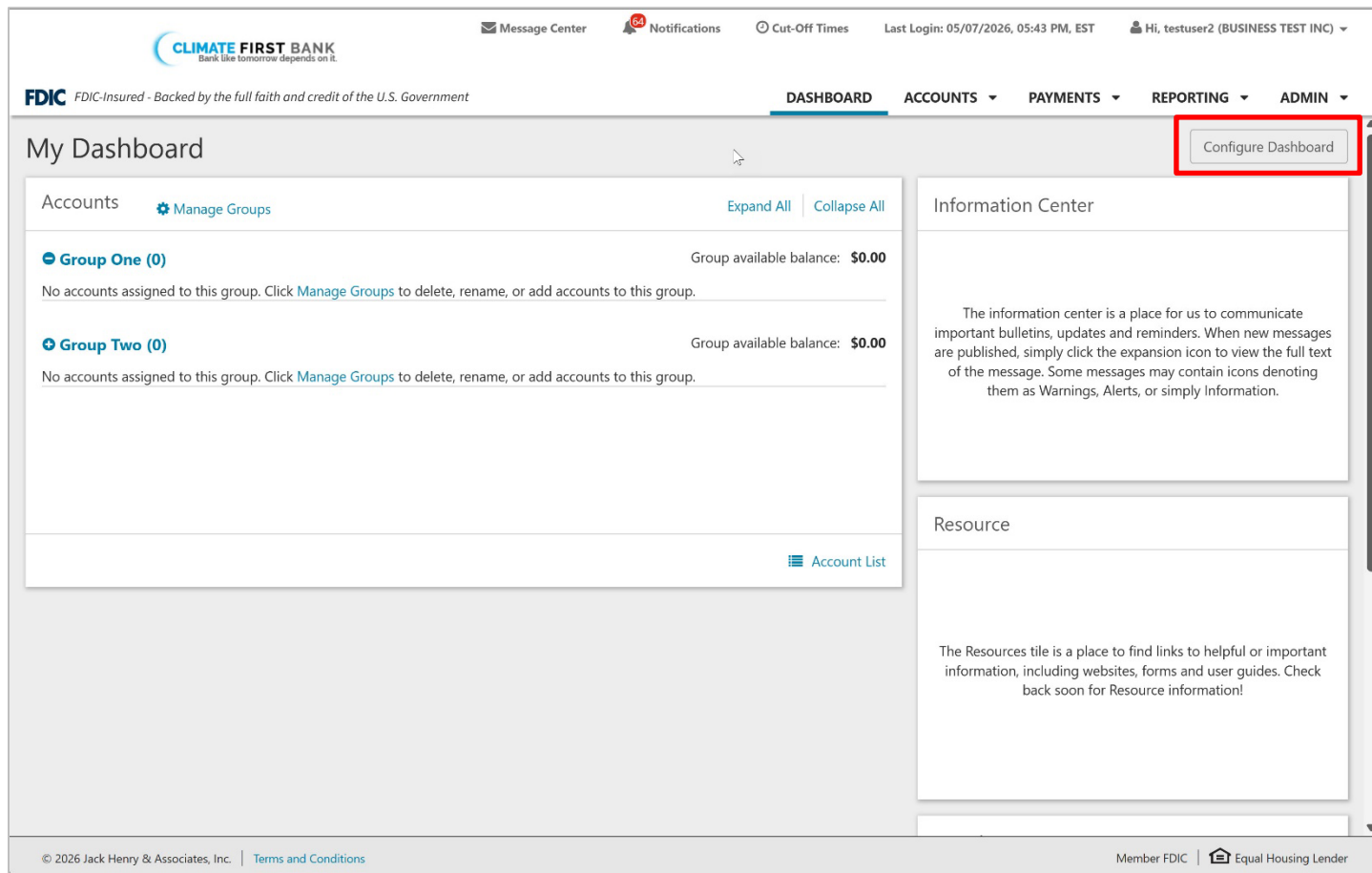
Done

Dashboard

Use the *Dashboard* menu to view your accounts, news items, favorite reports, payments pending approval, and other available widgets. You can also make transfers and quickly access commonly used resource links.

The default widgets are *Accounts*, *Information Center*, *Resource*, and *Favorite Reports*. Other widgets may be added by clicking the **Configure Dashboard** button.

Tip: Adjust the layout by selecting **Configure Dashboard** in the top-right corner of the *Dashboard*. You can add, remove, edit, resize, and drag widgets to customize the Dashboard to work best for you.



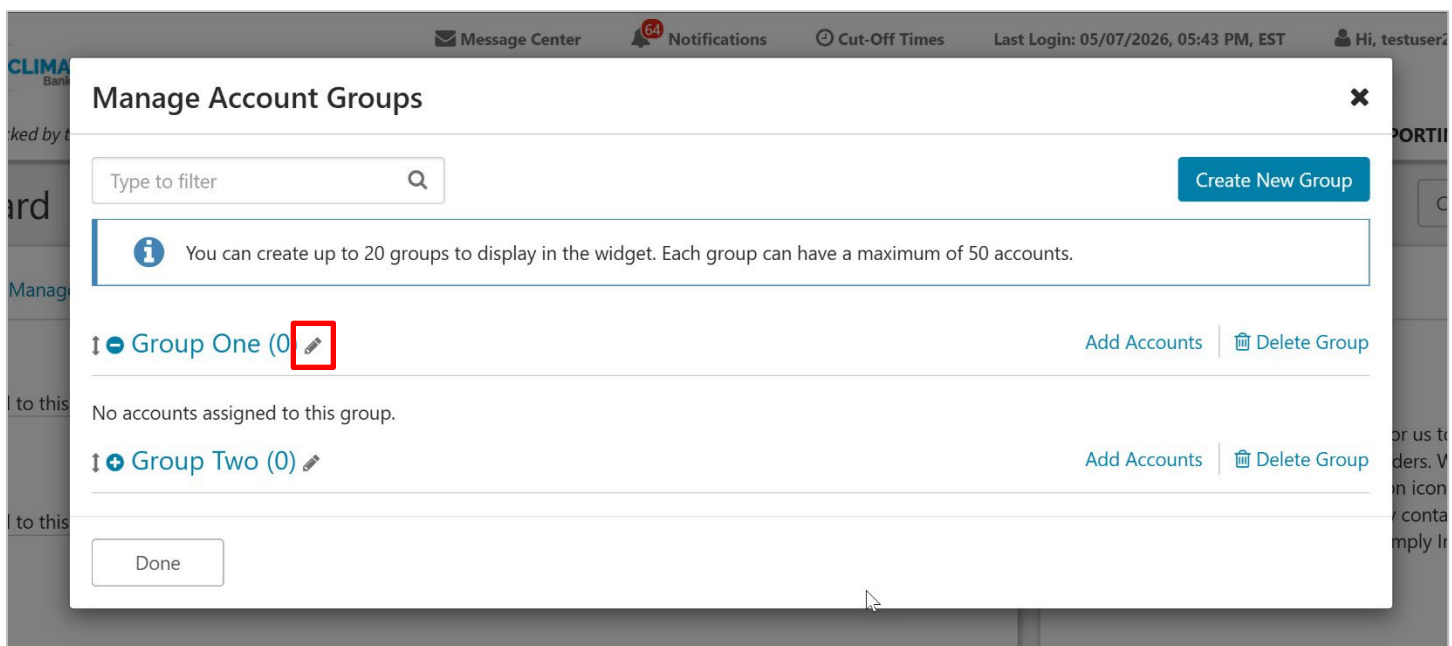
The screenshot displays the Climate First Bank Treasury Management Dashboard. At the top, there is a navigation bar with links for Message Center, Notifications, Cut-Off Times, Last Login (05/07/2026, 05:43 PM, EST), and a user profile (Hi, testuser2 (BUSINESS TEST INC)). Below this is a secondary navigation bar with tabs for DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The main content area is titled "My Dashboard" and features a "Configure Dashboard" button in the top right corner. The dashboard is divided into three main sections: "Accounts" (with a "Manage Groups" link and two groups, "Group One" and "Group Two", each with a "Group available balance" of \$0.00), "Information Center" (with a message about bulletins and updates), and "Resource" (with a message about helpful links). The footer includes copyright information for Jack Henry & Associates, Inc. and mentions "Member FDIC" and "Equal Housing Lender".

Accounts Widget

Upon initial login, two account groups appear by default. No accounts appear until you assign accounts to the groups by selecting **Manage Groups**. You can also edit the group names and add or remove groups.

Manage Account Groups

- **Add Accounts:** Select this to assign accounts to groups. Select the box next to the accounts that you want to assign to the group. Select **Add Accounts** to save.
PLEASE NOTE: An account can only be assigned to one group. If an account is assigned to a group, you must first remove it before you can add it to another group. A group can have a maximum of 50 accounts assigned.
- **Create New Group:** Select this to create an additional group to assign accounts to. Enter a unique Group Name and then select **Add Accounts** to assign accounts.
- **Delete Group:** Select this to remove the group.
- **Edit Group Name:** Select the *pencil icon* to rename a group.



Information Center Widget

View news items in this widget. Select the drop-down arrows to expand or collapse these messages. Different icons may appear in this widget. A blue "i" icon indicates information. A yellow icon indicates a warning. A black bell icon indicates an alert.

Resource Widget

Access links to helpful and commonly used sites in this widget.

Favorite Reports Widget

The reports that have been marked as favorite appear in this widget. Selecting a report in this widget takes you directly to that report, where you can view and customize the results, and create a custom report.

TIP: By default, the widget is blank. Mark reports as favorites in the Reporting Dashboard for them to appear.

Quick Transfer Widget

Create a simple one-to-one transfer without leaving the Dashboard in this widget.

TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Stop Payment Pending Approval Widget

View, approve, or reject the stop payments that are pending approval in this widget.

TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Positive Pay Widget

View, pay, or return the check and ACH exceptions that are pending approval in this widget.

TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Payments Pending Approval Widget

View, approve, or reject the transfer, ACH, or wire payments that are pending approval in this widget.

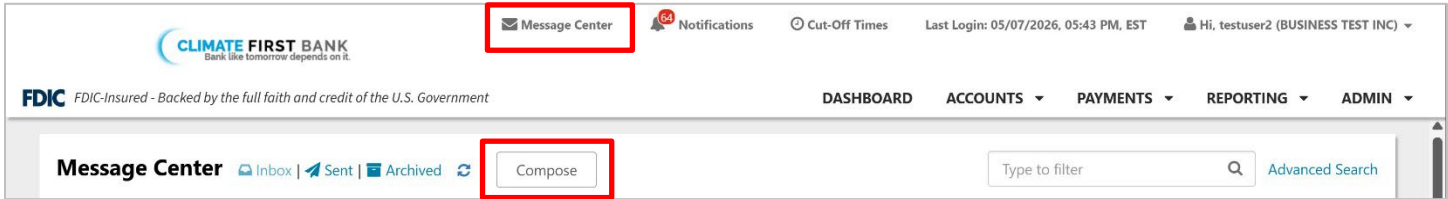
TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Quick Loan Payment Widget

Create a quick payment on a loan without leaving the Dashboard in this widget.

TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Message Center



Use the *Message Center* to send and receive secure messages.

Click the **Message Center** button to access your inbox. You can also view your Sent or Archived messages. When new messages are received, a notification is sent to your email address on record.

Composing a Message

Follow the steps outlined in this topic to create messages in the Message Center.

1. Select the **Message Center** button.
2. Select **Compose**.
3. Select a **Subject** from the drop-down list.
4. For the *Attach File* field, select **Select File**, and then choose the appropriate file if needed.
5. Accepted file type extensions are .csv, .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, and .txt.
6. Enter the Message to send.
7. Select **Send**.

Compose Message

Subject: *

- Select Subject -

Attach file: ⓘ

Select File...

Maximum file size of 3MB

Message: *

1000 of 1000 characters remaining

Send

Cancel

Archiving a Message

Archived messages disappear from your inbox but can still be viewed in the Message Center.

1. Select the **Message Center** button.
2. Select a message to archive from the Inbox.
3. Select **Archive**.
4. An **Archive Message** dialog box opens.
5. Select **Archive**.

Message Center
[Inbox](#) | [Sent](#) | [Archived](#)

Subject	Message ID	Date
Notifications Test Message	505329	6:16 PM 5/7/2026

505329 Notifications

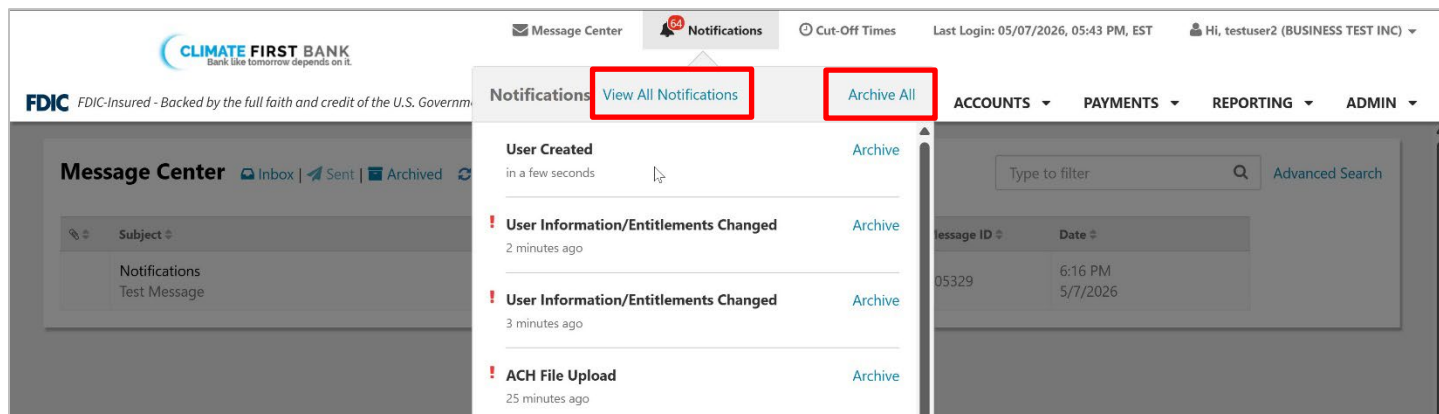
From: Test User Two

Test Message

6:16 PM 5/7/2026

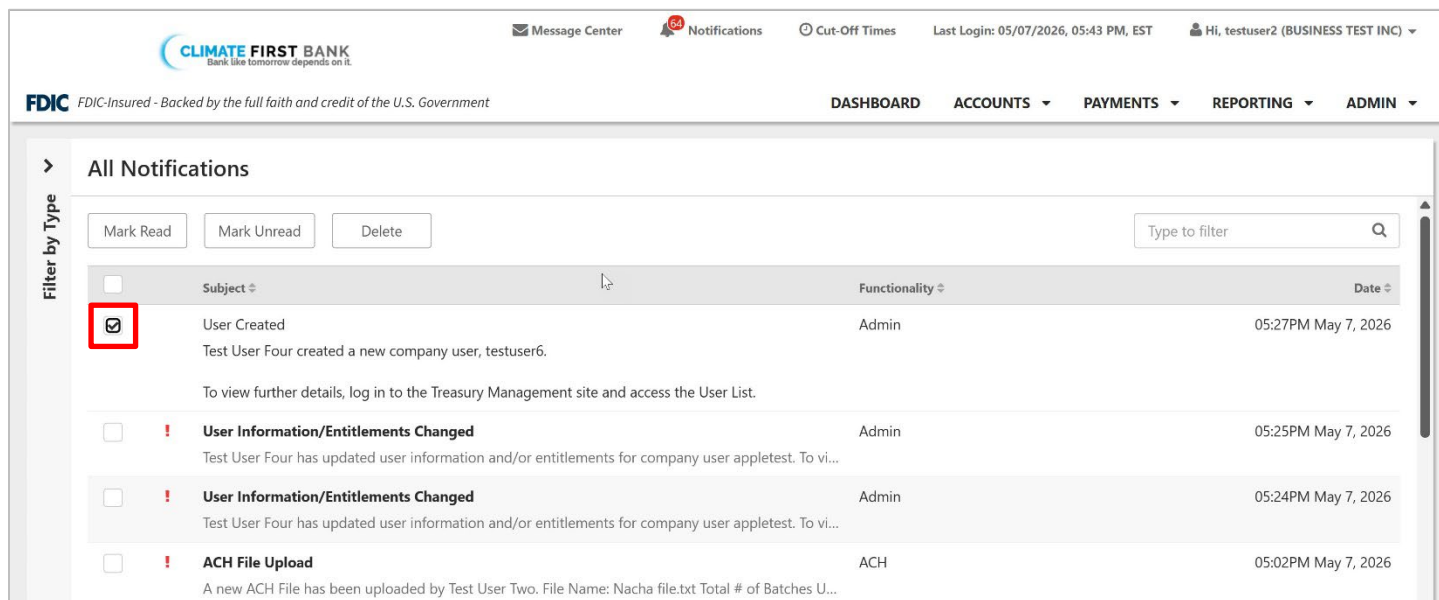
Notifications

Access Notifications from the top menu of Cash Management. Notifications also appear in the bottom right corner of Cash Management while working.



View All Notifications

1. Select the **View All Notifications** option to see an entire list of notifications, even those that have been archived. From this page, you can filter by type (All Notifications, Unread, Read, and High-Priority).
2. Select the check mark beside the notification, and then select **Mark Read**, **Mark Unread**, or **Delete**.
3. Filter the results by using the search box or by using the fly-out menu.



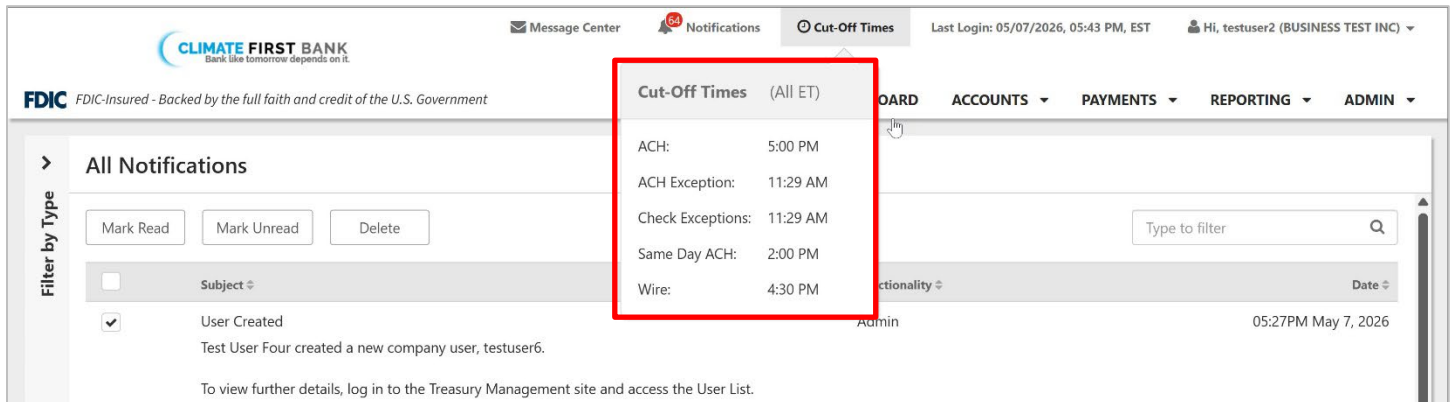
Archive All

1. Select the **Archive All** option to archive, not remove, all notifications.
2. Select **Archive** to confirm.

Cut-off Times

Access Cut-off Times in the top menu of Treasury Management.

Cut-off times indicate when a wire, ACH, or internal transfer must take place by. For example, if the cut-off time for Transfers says 10:00 p.m., then all internal transfers should be submitted by 10:00 p.m. for processing that day. A notification is sent as a reminder.



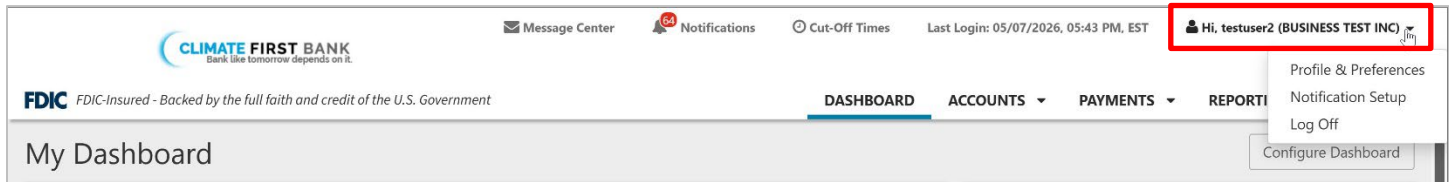
The screenshot displays the Climate First Bank Treasury Management interface. A red box highlights the 'Cut-Off Times' dropdown menu, which lists the following times (All ET):

Transaction Type	Cut-Off Time (All ET)
ACH:	5:00 PM
ACH Exception:	11:29 AM
Check Exceptions:	11:29 AM
Same Day ACH:	2:00 PM
Wire:	4:30 PM

The interface also shows a 'Message Center' with a notification icon, a 'Last Login' timestamp of 05/07/2026, 05:43 PM, EST, and a user profile for 'Hi, testuser2 (BUSINESS TEST INC)'. The main navigation bar includes links for 'BOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'All Notifications' section is visible, showing a notification for 'User Created' with a 'Mark Read', 'Mark Unread', and 'Delete' button. A search bar with the placeholder 'Type to filter' is also present.

User Menu

The user menu allows you to view and edit your personal and security information. It also allows you to set up alerts.



Profile and Preferences

Use the Profile & Preferences view to set up your personal and security information.

User Information

Use this section to update your personal information. The **Name** and **TM User ID** cannot be edited (your financial institution or company administrator configures this information). You may edit your email address and phone, mobile, and fax numbers.

Security Preferences

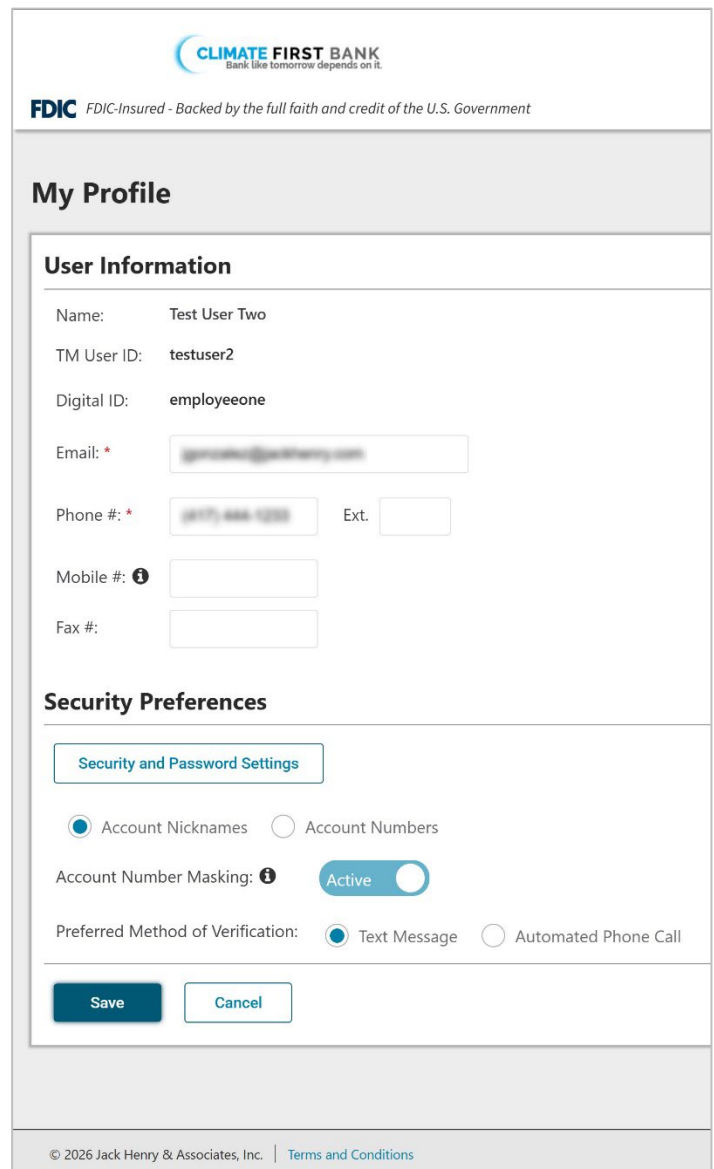
Use this section to update your Digital ID, password, or two factor authentication. Also, determine if you want to see account nicknames or account numbers.

Security and Password Settings

1. From the [User Name] Menu, select **Profile & Preferences**.
2. Select **Security and Password Settings** and enter your current credentials.
3. Click **Edit** to change your username or password, click **Add passkey** to add a Passkey, click **Manage** to manage your Connected Apps, or **Edit settings** to change 2-step verification settings.
4. Select **Save** if applicable.

Changing Your Account View

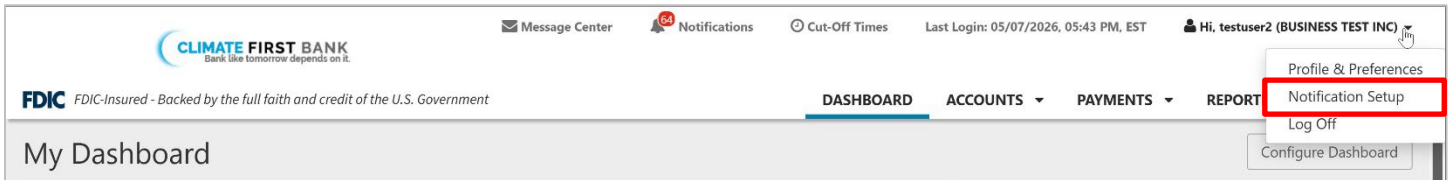
1. From the [User Name] Menu, select **Profile & Preferences**.
2. In the **Security Preferences** section, choose to show *Account Nicknames* or *Account Numbers* by default.
3. Choose to truncate account numbers by activating the **Account Number Masking** toggle.
4. Select **Save** if applicable.



Notification Setup

Use the **Notification Setup** view to set up your alert preferences for each module available in Treasury Management.

PLEASE NOTE: Some notifications may be set as required.



Configuring Notification Preferences

The preferences configured here determine how your notifications are sent and appear.

1. From the [User Name] Menu, select **Notification Setup**.
2. Enter or change your *Email address*.
3. Enter your *phone number* to receive text messages for the *Mobile #* field. This field is required if you select the **Text Message (SMS) checkbox**.
4. Categories of notifications are collapsed by default. Click the **plus sign** to expand.
5. Select the toggles for each item enable the notifications. If it is gray, you do not receive a notification.
6. Select the **Email**, **Desktop Notification**, or **Text Message (SMS)** check boxes for each enabled item to receive a notification.
7. Select **Submit**.

Notification Preferences

Email: *

Mobile #: - - *Messaging and data rates may apply.*

+ Account Recon

- ACH

		FI Required ☐	Email ☐	Desktop Notification ☐	Text Message (SMS) ☐
ACH Payment Created	☒	☐	☐	☐	☐
ACH Reversal Payment Created	☒	☐	☐	☐	☐

Logging Off Treasury Management

1. From the [User Name] Menu, select **Log Off**.
2. Select **Log Off**.

Accounts

Use the *Accounts* menu to search for and view a list of accounts categorized by type (deposit, time deposits, and loans) and to search for specific transactions of accounts that you are entitled to view.

Account List

Use the **Account List** view to see specific account details.

To find an account, start typing either the account number, account name, status, current balance, collected balance, or available balance in the filter box at the top of the page.

Account List

Download

Print

\$53.54

Deposits

2 Accounts

\$0.00

Time Deposits

1 Accounts

\$0.00

Loans

2 Accounts

Deposits

Type to filter

Q

Refresh Balances

Account Number	Account Name	Status	Current Balance	Collected Balance	Available Balance	Actions
xxx0559	Checking	Active	\$20.00	\$20.00	-\$3.02	Actions
xxx3323	Checking	Active	\$33.54	\$33.54	\$33.54	Actions

Viewing 1 - 2 of 2 accounts

10

Refresh Balances

Select **Refresh Balances** at any point to ensure that you are viewing the most up-to-date account balance information.

Account Number Link

Select this link to view more information about a particular account. An *Account Transactions* window appears where you are able to select **Transaction Dates** to view transactions for a set time period. From the *Account Transactions* window, if you select **Advanced Transaction Search**, you are redirected to the *Research Transactions* view.

Actions Drop-Down Menu

The following options are available from the *Actions* drop-down menu on the *Account List* page:

- **Transfer To** - Redirected to the *Create a Transfer* page with account prefilled.
- **Transfer From** - Redirected to the *Create a Transfer* page with account prefilled.
- **Download** - Allows you to download account transactions from a specific Date Range and in a specific Download Format.

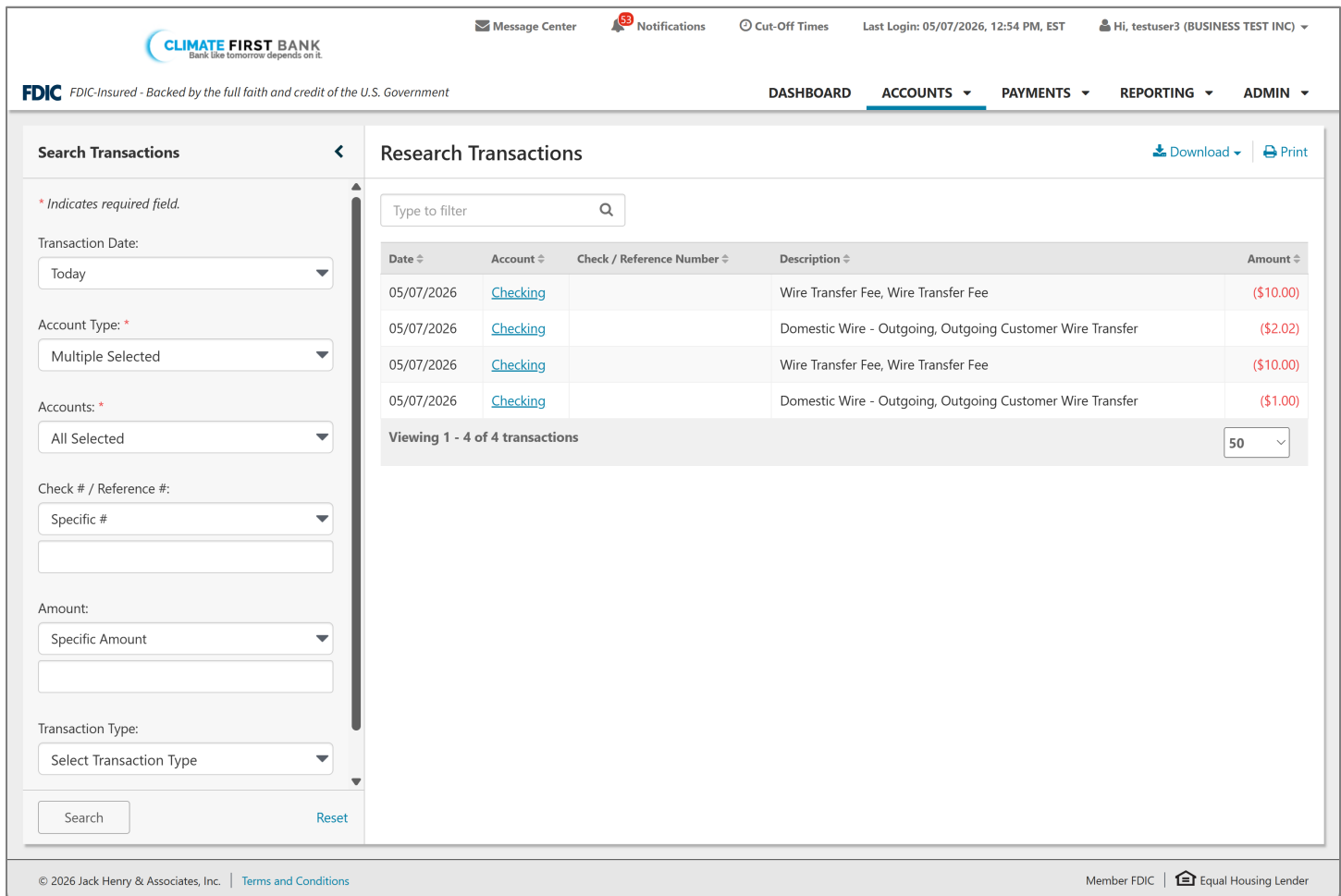
Downloading Account Transactions

Follow the steps outlined in this topic to download all account transactions that occurred during the specified date range.

1. Go to Accounts > Account List.
2. From the Actions drop-down list, select **Download** beside the appropriate account number.
3. Select a **Date Range**.
4. Select a **Download Format**.
5. Select **Download**.

Research Transactions

Use the *Research Transactions* view to search for a specific transaction or type of transaction across all accounts that you are entitled to view.



The screenshot shows the 'Research Transactions' page. On the left is a 'Search Transactions' panel with various filters. The main area displays a table of transactions. The table has columns for Date, Account, Check / Reference Number, Description, and Amount. Four transactions are listed, all dated 05/07/2026 and from a 'Checking' account. The descriptions are 'Wire Transfer Fee, Wire Transfer Fee' and 'Domestic Wire - Outgoing, Outgoing Customer Wire Transfer'. The amounts are (\$10.00), (\$2.02), (\$10.00), and (\$1.00). Below the table, it says 'Viewing 1 - 4 of 4 transactions' and there is a dropdown for '50' items per page. At the bottom of the page, there is a footer with copyright information and a Member FDIC notice.

Search Transactions Panel:

- * Indicates required field.
- Transaction Date: Today
- Account Type: * Multiple Selected
- Accounts: * All Selected
- Check # / Reference #: Specific #
- Amount: Specific Amount
- Transaction Type: Select Transaction Type
- Buttons: Search, Reset

Research Transactions Table:

Date	Account	Check / Reference Number	Description	Amount
05/07/2026	Checking		Wire Transfer Fee, Wire Transfer Fee	(\$10.00)
05/07/2026	Checking		Domestic Wire - Outgoing, Outgoing Customer Wire Transfer	(\$2.02)
05/07/2026	Checking		Wire Transfer Fee, Wire Transfer Fee	(\$10.00)
05/07/2026	Checking		Domestic Wire - Outgoing, Outgoing Customer Wire Transfer	(\$1.00)

Viewing 1 - 4 of 4 transactions | 50

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Follow the steps outlined in this topic to search for transactions that meet the specified criteria.

1. Go to Accounts > Research Transactions.
2. Complete the fields in the *Search Transactions* panel, as necessary.

Transaction Date

Select the desired date or date range.

Account Type

The type of account. Accounts can be Checking, Savings, or Loan.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

Check # / Reference

Select Specific # or Range from the drop-down list. Then, enter the check number or reference number used in the transaction.

Amount

Select Specific Amount or Range from the drop-down list. Then, enter the amounts in the text boxes available.

Payment Type

Select any combination from the drop-down list.

All payment types are selected by default. Then, select **Debit**, **Credit**, or Both.

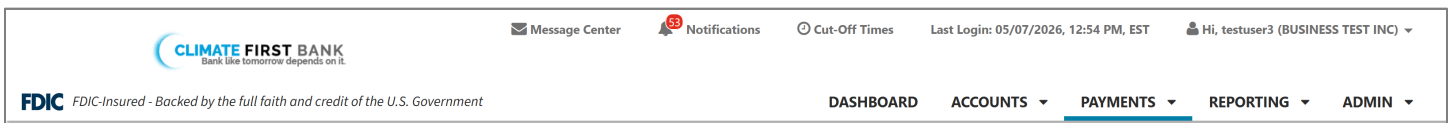
3. Select **Search**.

The transactions meeting the criteria entered appear in the *Research Transactions* panel.

Select **Reset** for the fields to return to their default settings.

Payments

Use the *Payments* menu to work with various payments. Access Transfer, Wire, ACH, Positive Pay, and Stop Payment options from this menu.



Transfers

Create various internal transfers, view the transfer list, search transfers, and approve or reject transfers. Three icons appear throughout the *Transfer* view. Hover over or select these icons to view an informational message.

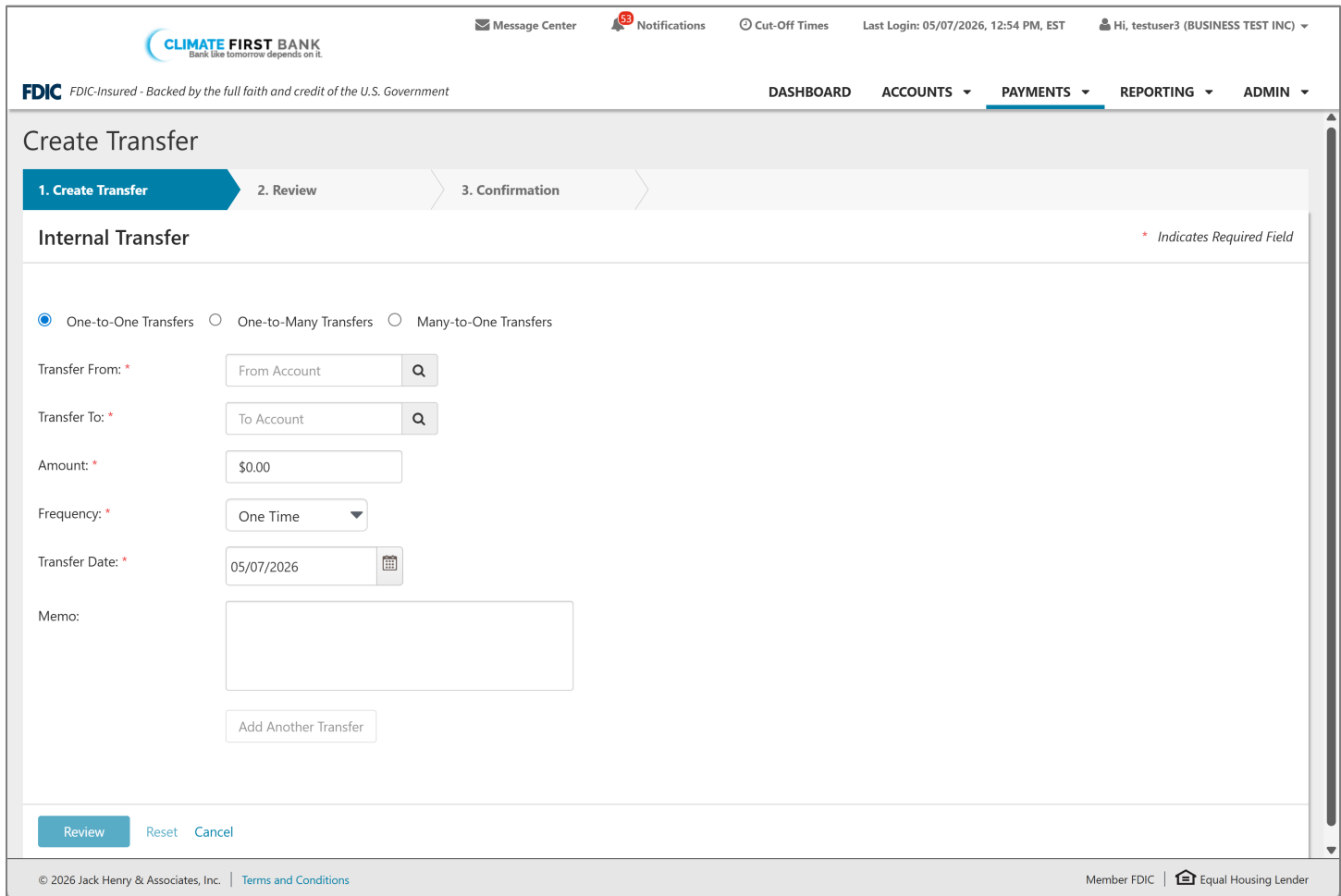
 When this icon appears beside a transfer, it means that there is an information message available for this transfer.

 When this icon appears beside a transfer, it means that the transfer has been changed.

 When this icon appears beside a transfer, it means that the transfer has an error.

Create a Transfer

Use the *Create Transfer* view to create a one-to-one transfer, one-to-many transfer, or many-to-one transfer.



The screenshot shows the 'Create Transfer' interface. At the top, there's a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS' (selected), 'REPORTING', and 'ADMIN'. Below this is a breadcrumb trail: '1. Create Transfer' > '2. Review' > '3. Confirmation'. The main heading is 'Internal Transfer'. There are three radio buttons for transfer types: 'One-to-One Transfers' (selected), 'One-to-Many Transfers', and 'Many-to-One Transfers'. Below these are input fields for 'Transfer From: *', 'Transfer To: *', 'Amount: *', 'Frequency: *', and 'Transfer Date: *'. Each field has a search icon or a dropdown. The 'Transfer From' field shows 'From Account'. The 'Transfer To' field shows 'To Account'. The 'Amount' field shows '\$0.00'. The 'Frequency' field shows 'One Time'. The 'Transfer Date' field shows '05/07/2026'. There is a 'Memo:' text area and an 'Add Another Transfer' button. At the bottom, there are 'Review', 'Reset', and 'Cancel' buttons. The footer contains copyright information and a 'Member FDIC' notice.

Use this option to submit a one-time or future-dated transfer from one account to one or more accounts.

1. Go to Payments > Transfer > Create Transfer.
2. On the *Create Transfer* tab, select the kind of transfer to create:
 - One-to-One Transfers - move money from one account to another.
 - One-to-Many Transfers - move money from one account to many accounts.
 - Many-to-One Transfers - move money from many accounts to one account.
3. Complete the fields:

Transfer From

Type the account number or select the icon to choose an eligible account from your account list. The available balance appears under the account.

Transfer To

Type the account number or select the icon to choose an eligible account from your account list. The available balance appears under the account.

Amount

Enter the amount of the transfer.

Frequency

To create a recurring transfer, select one of the following options:

- One Time
- Weekly
- Every Two Weeks
- Twice a Month
- Monthly
- Quarterly
- Every Six Months
- Yearly

Depending on your selection in the *Frequency* field, you may be prompted to enter data in the following field options:

- Effective Date
- Repeat On Day or Repeat On Days
- Repeat On
- Start On
- End On (*No End Date* is an option for this field when it appears)
- Transfer Date. Select the date of the funds transfer using the calendar icon.

Memo

Enter information related to the funds transfer.

4. Select **Review**.
5. Review the transfer information entered to ensure that it is accurate and click **Confirm**.

Transfer Activity

Use the Transfer Activity view to look at a list of transfers with various statuses and also view transaction history.

You can search for a specific transfer, or approve, reject, and cancel transfers from this view.

1. Go to Payments > Transfer > Transfer Activity.
2. Select the *Transaction ID* of the transfer to change.
3. Edit the fields as necessary.
4. Select **Confirm**.
5. Enter a comment in the field, and then select **Confirm**.

The screenshot shows the 'Transfer Activity' interface. At the top, there are tabs for 'Recurring Transfers' and 'Transfer Templates', along with buttons for 'Create New Transfer', 'Download', and 'Print'. A search bar labeled 'Type to filter' is present. Below it is a table with columns: Transaction ID, From Account, To Account, Amount, Created Date, Transfer Date, Status, and Actions. One row is visible with Transaction ID T000015704113, From Account Location 445, To Account Checking 6543, Amount \$1.00, Created Date 03/18/2026, Transfer Date 03/20/2026, and Status Scheduled. The Actions column contains a 'Cancel Transfer' link. Below the table, it says 'Viewing 1 - 1 of 1 transactions' and a pagination control set to 100. At the bottom are 'Approve' and 'Reject' buttons.

This block contains two overlapping screenshots. The background screenshot shows the 'Edit Transfer' modal for Transaction ID T000015704113. It displays the transfer details: From Account: Location 445, To Account: Checking 6543, Amount: \$1.00, and Transfer Date: 03/20/2026. There are 'Edit Transfer' and 'Close' buttons. The foreground screenshot shows the 'Confirm' modal for the same transaction. It allows editing the From Account, To Account, Amount, and Transfer Date, and includes a 'Memo' field and an 'Audit' section with a timestamp and user information. There are 'Confirm' and 'Close' buttons at the bottom.

Approving or Rejecting a Transfer

Follow the steps outlined in this topic to approve or reject transfers.

1. Go to Payments > Transfer > Transfer Activity.
2. Select the check box beside the Transaction ID to approve or reject.
3. Select either **Approve** or **Reject**.
4. Enter Comments for the approval or rejection, if necessary.
5. Select either **Approve Transfer** or **Reject Transfer**.

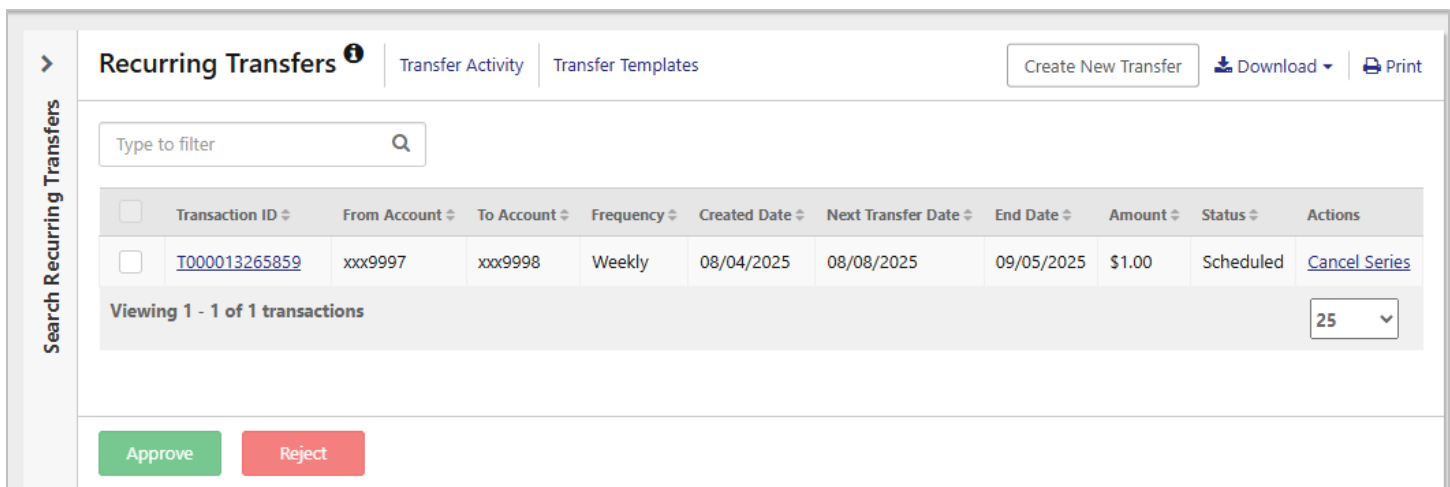
Canceling a Transfer

Follow the steps outlined in this topic to cancel selected transfers.

1. Go to Payments > Transfer > Transfer Activity.
2. Select **Cancel Transfer** beside the transaction to cancel.
3. Enter a comment in the field, and then select **Cancel Transfer**.

Recurring Transfers

Use the *Recurring Transfers* view to locate, approve, reject, and cancel a recurring transfer series. Use the Search on the side panel to lookup a specific recurring transfer is necessary.



The screenshot shows the 'Recurring Transfers' interface. On the left is a sidebar with a search bar labeled 'Search Recurring Transfers'. The main panel has a header with 'Recurring Transfers' and tabs for 'Transfer Activity' and 'Transfer Templates'. There are buttons for 'Create New Transfer', 'Download', and 'Print'. Below the header is a search bar with the placeholder 'Type to filter'. A table displays a single transaction with the following details:

Transaction ID	From Account	To Account	Frequency	Created Date	Next Transfer Date	End Date	Amount	Status	Actions
T000013265859	xxx9997	xxx9998	Weekly	08/04/2025	08/08/2025	09/05/2025	\$1.00	Scheduled	Cancel Series

Below the table, it says 'Viewing 1 - 1 of 1 transactions' and a dropdown menu shows '25'. At the bottom are two buttons: 'Approve' and 'Reject'.

Approving or Rejecting a Recurring Transfer

Follow the steps outlined in this topic to approve or reject recurring transfers.

1. Go to Payments > Transfer > Recurring Transfers.
2. In the Recurring Transfer List panel, select the check box beside the *Transaction ID* to approve or reject.
3. Select either **Approve** or **Reject**.
4. Enter Comments appropriate for the approval or rejection.
5. Select either **Approve Transfers** or **Reject Transfers**.

Canceling a Recurring Transfer Series

Follow the steps outlined in this topic to cancel a series of recurring transfers.

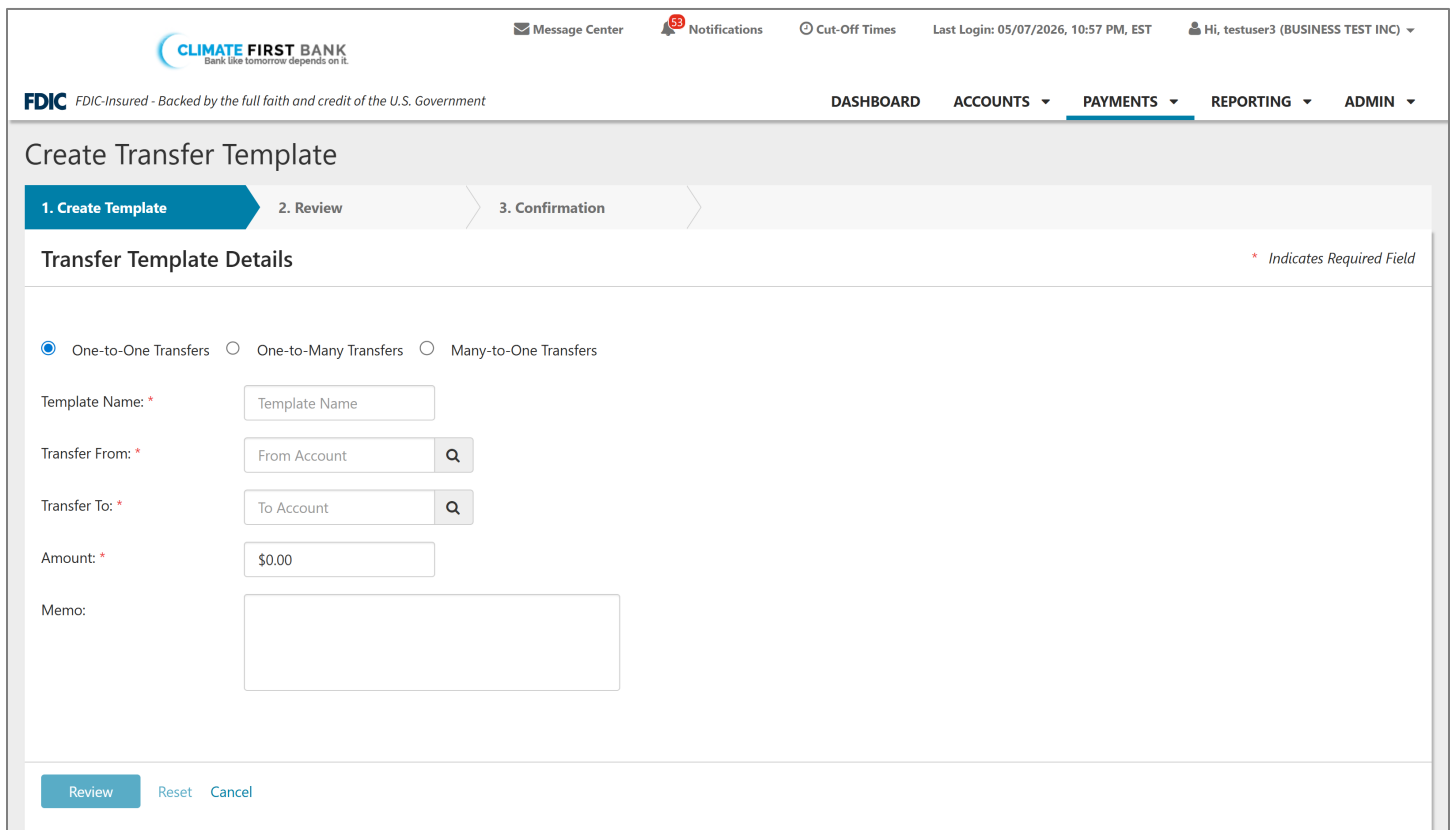
1. Go to Payments > Transfer > Recurring Transfers.
2. Select **Cancel Series** beside the recurring transfer to cancel.
3. Enter Comments appropriate for the cancellation.
4. Select **Cancel Recurring Series**.

Transfer Templates

Create a Transfer Template

Follow the steps outlined in this topic to create one-to-one, one-to-many, and many-to-one transfer templates.

1. Go to Payments > Transfer > Transfer Templates.
2. Select **Create New Template**.
3. Select the type of transfer:
 - One-to-One Transfers
 - One-to-Many Transfers
 - Many-to-One Transfers
4. Complete the following fields on the *Transfer Template Details* tab.
5. Select **Review**.
6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.



The screenshot shows the 'Create Transfer Template' interface. At the top, there's a navigation bar with the Climate First Bank logo, FDIC insurance information, and a menu with options like DASHBOARD, ACCOUNTS, PAYMENTS (selected), REPORTING, and ADMIN. Below the navigation bar, the page title is 'Create Transfer Template'. A progress bar shows three steps: 1. Create Template (active), 2. Review, and 3. Confirmation. The main section is titled 'Transfer Template Details' and includes a legend for transfer types: One-to-One Transfers (selected), One-to-Many Transfers, and Many-to-One Transfers. The form fields include: Template Name (required), Transfer From (required, with a search icon), Transfer To (required, with a search icon), Amount (required, set to \$0.00), and Memo (optional). A footer bar contains buttons for Review, Reset, and Cancel. A note indicates that an asterisk (*) denotes a required field.

Create a Transfer from a Template

To create a template, please see the Transfer Template section of this guide.

1. Go to Go to Payments > Transfer > Create Transfer from Template.
2. Select which template to use.
PLEASE NOTE: You can only initiate templates with a **Ready** status.
3. Select **Initiate Payments**.

Transfer Templates Transfer Activity Recurring Transfers Create New Template Download Print

Type to filter

☐	Template Name	Transfer Type	From Account	To Account	Amount	Status	Actions
☒	Payroll	One-to-One	xxx9997	xxx9998	\$1.00	Ready	Actions

Viewing 1 - 1 of 1 templates 25

Initiate Payments

4. Review the transfer information to ensure it is accurate and make any necessary changes to the Amount, Frequency, or Date fields.
5. Select **Review**.
6. Select **Confirm** to submit.

Transfer Details * Indicates Required Field

Template Name: **Payroll**

Transfer From: **xxx9997**
Balance: \$12.43

Transfer To: **xxx9998**
Balance: \$5.54

Amount: *

Frequency: *

Transfer Date: *

Memo:

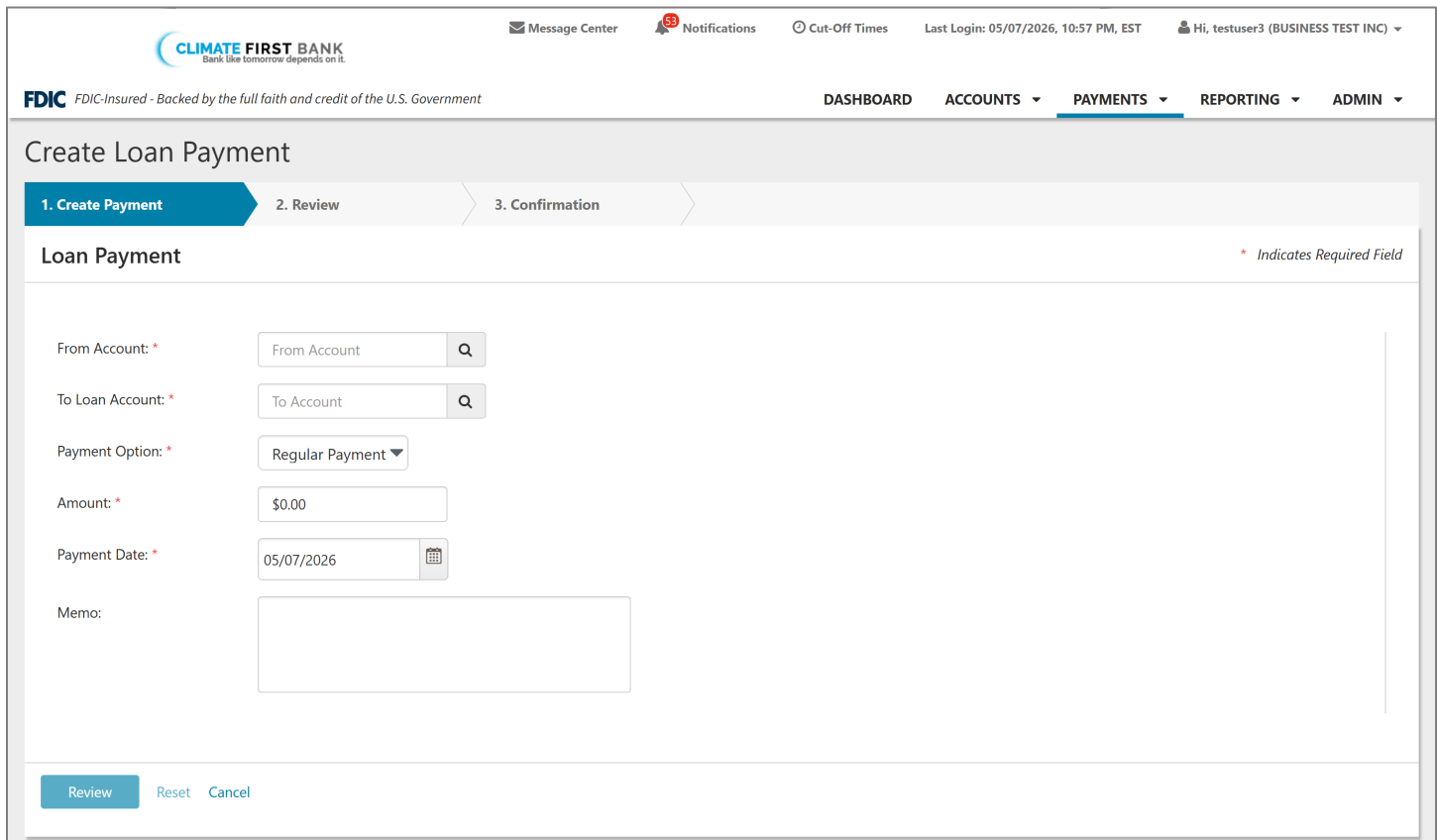
Editing a Transfer Template

1. Go to Payments > Transfer > Transfer Templates.
2. Select **Actions** next to the template to change and click **Edit**.
3. Edit the fields as necessary.
4. Select **Review**.
5. Enter a comment in the field, and then select **Confirm**.

Create Loan Payment

Use the Create Loan Payment view to make a loan payment.

1. Go to Payments > Transfer > Create Loan Payment.
2. Enter the *From Account* information.
3. Enter the *To Loan Account* information.
4. Select the **Payment Option**.
5. You can choose to make a **Regular Payment** or pay to **Principal Only**.
6. Enter the **Amount**.
7. Enter the **Payment Date**.
8. Enter a **Memo**, if desired.
9. Select **Review**.
10. Select **Confirm**.



The screenshot shows the 'Create Loan Payment' form in the Climate First Bank Treasury Management system. The form is titled 'Create Loan Payment' and has a progress bar with three steps: '1. Create Payment' (active), '2. Review', and '3. Confirmation'. The form is divided into sections for 'Loan Payment' and 'Payment Option'. The 'Loan Payment' section includes fields for 'From Account' (with a search icon), 'To Loan Account' (with a search icon), 'Payment Option' (a dropdown menu set to 'Regular Payment'), 'Amount' (a text box with '\$0.00'), 'Payment Date' (a date picker set to '05/07/2026'), and a 'Memo' text area. The 'Payment Option' section is currently empty. At the bottom of the form, there are three buttons: 'Review' (highlighted in blue), 'Reset', and 'Cancel'. The top of the page shows the Climate First Bank logo, a message center icon, a notifications icon, a cut-off times icon, the last login time '05/07/2026, 10:57 PM, EST', and the user name 'Hi, testuser3 (BUSINESS TEST INC)'.

Loan Payment Activity

Use the *Loan Payment Activity* view to look at a list of loan payments with various statuses and also view payment history.

You can search for a specific payment, or approve, reject, and cancel payments from this view.

PLEASE NOTE: You can only select *Edit Payment* when the payment status is *Approval Rejected*, *Scheduled*, or *Failed*.

Editing a Loan Payment

The Transfer Activity list allows you to view and work with transfers that are in the following statuses: *Approval Rejected*, *Scheduled*, or *Failed*.

1. Go to Payments > Transfer > Transfer Activity.

2. Select the **Transaction ID** of the transfer to change.
3. Select **Edit Transfer**.
4. Edit the fields as necessary.
5. Select **Confirm**.

Wires

Create recurring, future-dated, and one-time domestic and/or international wires. You can also create domestic and/or international creditors, view wire activity, search wires, download or print a PDF or .csv file for a payment in detail or summary view, and approve or reject wires.

Creating a USD Domestic Wire

Use the Create USD Wire view to create domestic, international, or multiple USD wires.

Domestic wires can be sent to individuals or companies banking within the United States.

1. Go to Payments > Wire > Create USD Wire.
 2. On the *Payment and Creditor Information* tab, select **Domestic**.
 3. Complete the fields.
- TIP:** Select **Reset** for the fields to return to their default settings.

Create USD Wire ¹

1. Payment and Creditor Information

2. Review

3. Confirmation

☒ Domestic
 ☐ International
 [Create Multiple Wires](#)
* Indicates Required Field

Payment Information

Wire Company Name: *

ANOTHER BUSINESS TEST ▼

Debit Account: *

Select Accounts Q

Creditor: * ¹

Select a Creditor Q

Wire Amount: *

0.00 USD

Frequency: *

One Time ▼

Effective Date: *

05/07/2026 📅

Purpose: *

Purpose of Payment

Additional Information: ¹

Sender to Receiver Info. Line 1 +

End to End ID: ¹

Review

Reset

Cancel

Wire Company

Select the wire company that is used to originate the wire.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes or Select the **search icon** to select which account to debit.

Creditor

Type the creditor's name or select the **search icon** from your list of creditors.

PLEASE NOTE: If your creditor is not available, you can select **Enter Creditor**. The Creditor Information section opens for you to add the creditor before continuing with your wire creation. The entered creditor does not appear in the Wire Creditor view for future use.

Wire Amount

The amount of the wire transaction.

Frequency

Select the frequency.

- One Time
- Weekly
- Every Two Weeks
- Twice a Month
- Monthly
- Quarterly
- Every Six Months
- Yearly

Depending on your selection, you may be prompted to enter wire data in the following field options:

- Effective Date
- Repeat On Days
- Repeat On
- Start On
- End On (No End Date is an option for this field when it appears)
- Effective Date: The effective date that the wire transaction occurs.

Purpose

Enter a short description of the wire.

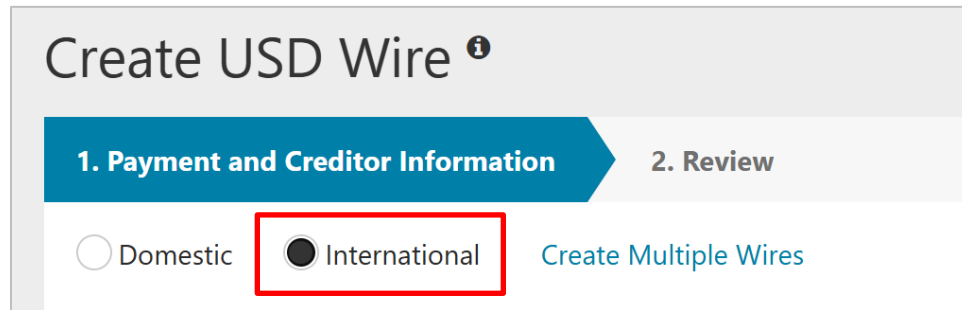
Additional Information

Enter a specific memo that the creditor can view when they receive the wire. Select **+ Add** to add another additional information line, or select the **Delete icon** to remove an additional information line.

4. Select **Review**.
Proceed to the *Review* tab.
5. Select **Confirm**.
Proceed to the *Confirmation* tab, confirming that you have created a Domestic wire.

Creating a USD International Wire

Use the Create USD Wire view to create international USD wires.



International wires can be sent to individuals or companies banking outside the United States.

6. Go to Payments > Wire > Create USD Wire.
7. On the *Payment and Creditor Information* tab, select the **International** radio button
8. Complete the fields.

TIP: Select **Reset** for the fields to return to their default settings.

Wire Company

Select the wire company that is used to originate the wire.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes or Select the **search icon** to select which account to debit.

Creditor

Type the creditor's name or select the **search icon** from your list of creditors.

PLEASE NOTE: If your creditor is not available, you can select **Enter Creditor**. The Creditor Information section opens for you to add the creditor before continuing with your wire creation. The entered creditor does not appear in the Wire Creditor view for future use.

Wire Amount

The amount of the wire transaction.

Frequency

Select the frequency.

- One Time
- Weekly
- Every Two Weeks
- Twice a Month
- Monthly
- Quarterly
- Every Six Months
- Yearly

Depending on your selection, you may be prompted to enter wire data in the following field options:

- Effective Date
- Repeat On Days

- Repeat On
- Start On
- End On (No End Date is an option for this field when it appears)
- Effective Date: The effective date that the wire transaction occurs.

Purpose

Enter a short description of the wire.

Additional Information

Enter a specific memo that the creditor can view when they receive the wire. Select **+ Add** to add another additional information line, or select the **Delete icon** to remove an additional information line.

9. Select **Review**.

Proceed to the *Review* tab.

10. Select **Confirm**.

Proceed to the *Confirmation* tab, confirming that you have created an international wire.

PLEASE NOTE: From this screen, you can select *Create Another Wire*, *Save as Template*, or *View Wire Activity*.

TIP: To save the creditor and financial institution details to reuse later, select **Save as Template**. Enter a unique *Template Name* and select *Create Template*. Templates may be subject to approval.

Creating Multiple Wires

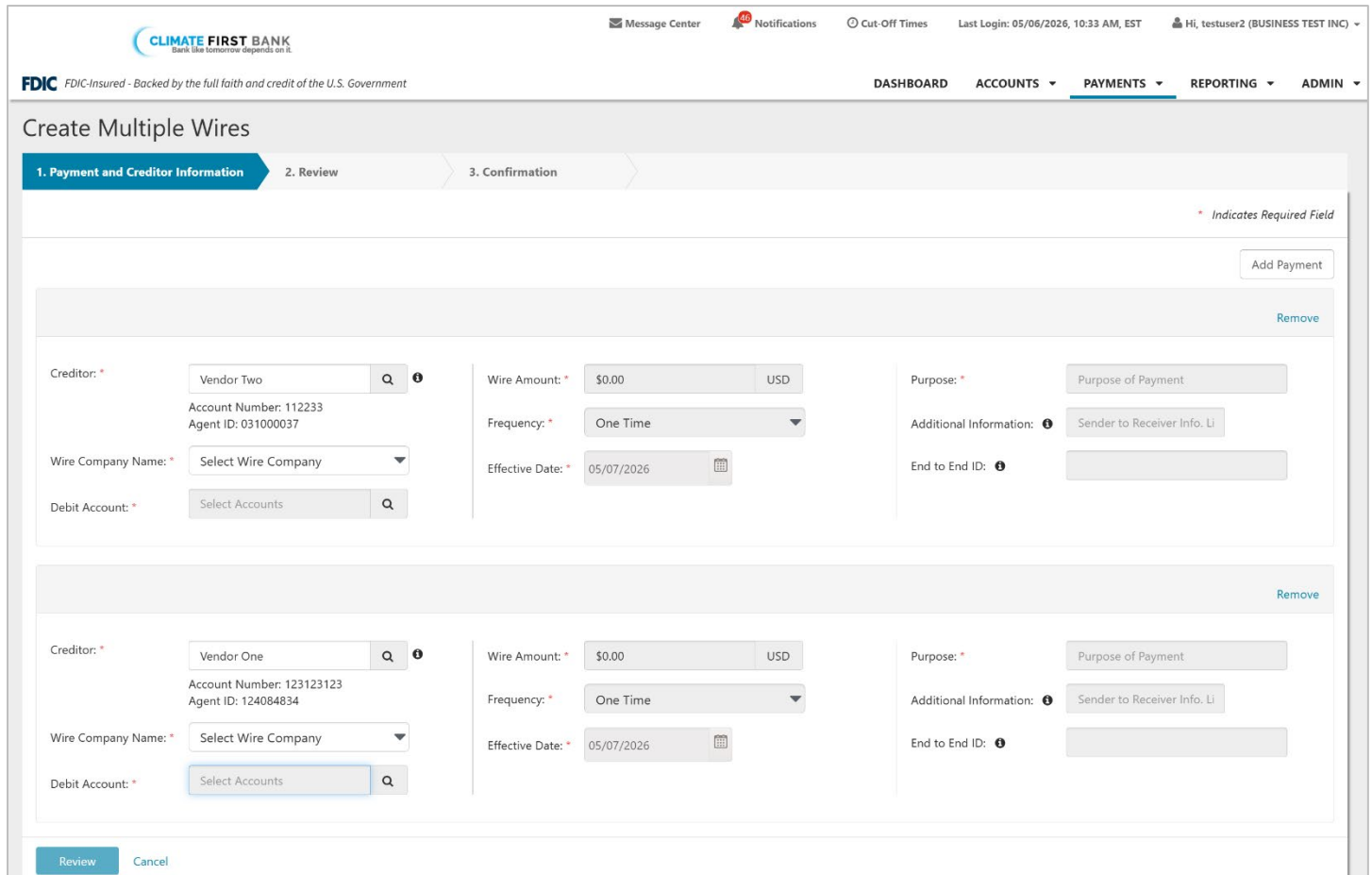
Follow the steps outlined in this topic to create multiple wires for selected creditors.

1. Go to Payments > Wire > Create USD Wire.
2. On the *Payment and Creditor Information* tab, select **Create Multiple Wires**. You are transferred to the *Wire Creditors* page.

3. Select one or more check boxes beside the appropriate **Creditor Name**.

☐	Creditor Name	Account Number	Agent ID	Agent Name	Country	Currency	Created Date	Status
☐	Vendor Three	123456789	031100966	APPLIED BANK	US	USD	05/06/2026	Ready
☒	Vendor Two	112233	031000037	THE BANK OF NEW YORK MELLON	US	USD	05/06/2026	Ready
☒	Vendor One	123123123	124084834	FIRST-CITIZENS BANK & TRUST CO	US	USD	05/06/2026	Ready

4. Select **Initiate Payments**.
The *Create Multiple Wires* page appears.
5. Complete the required fields for each *Creditor Name* selected.
The fields available depend on if the wire is domestic or international.



Creditor

Type the creditor's name or select the search icon from your list of creditors.

Wire Company Name

Select the wire company that is used to originate the wire.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select **Search icon** to select which account to debit.

Wire Amount

The amount of the wire transaction.

Frequency

Select one of the following options:

- One Time
- Weekly

- Every Two Weeks
- Twice a Month
- Monthly
- Quarterly
- Every Six Months
- Yearly

Effective Date

The effective date that the wire transaction occurs.

Purpose

Enter a short description of the wire.

Additional Information

Enter a specific memo that the creditor can view when they receive the wire. Select **+ Add** to add another additional information line, or select the **Delete icon** to remove an additional information line.

End to End ID

Create a unique identifier that follows the transaction from beginning to end if desired.

6. Select **Review**.
7. Select **Confirm**.

Creating a Foreign Currency Wire

Use this process to create a wire in a foreign currency.

FX wires can be sent to individuals or companies banking outside the United States.

1. Go to **Payments > Wire > Create FX Wire**.
2. Upon your first login, accept the terms and conditions.
3. Choose three security questions and provide the answers. Click **Submit**.
4. If a password reset screen is presented, type in a new password of your choice. (This will only appear once and will not be required moving forward.)

Requesting a Rate Quote

1. Go to **Payments > Wire > Create FX Wire**.
2. Select the currencies you wish to buy and sell.
3. Enter the *Amount*.
4. Click **Get Quote**. The rate will display.

The screenshot shows the Corpay Treasury Management dashboard. The top navigation bar includes links for Home, Multi-Currency Accounts, Payments, Templates, Upload, and Reporting. The main content area is titled "Your Dashboard" and includes sections for "SPOT TRADE" and "ACTION ITEMS". In the "SPOT TRADE" section, the "GET QUOTE" button is highlighted with a red box. The "ACTION ITEMS" section shows a list of payment-related actions, and the "REPORTS" section shows a list of reports.

Creating an FX Wire Beneficiary

1. Go to **Payments > Wire > Create FX Wire**.
2. Click **Templates > Beneficiaries**.

The screenshot shows the Corpay Treasury Management dashboard with the "Templates" tab selected. The "Beneficiaries" dropdown menu is open, showing options for "Beneficiary Requirements", "IBAN Validation", and "External Accounts". The "Beneficiaries" option is highlighted with a red box.

3. Click **Create New Beneficiary**.

The screenshot shows the Corpay Treasury Management "Beneficiaries" page. It features a search bar and a "CREATE NEW BENEFICIARY" button, which is highlighted with a red box.

4. Enter the *Beneficiary's Name*.
5. Enter a nickname in the *Beneficiary Identifier* field.
6. Select the *Destination Country* and *Currency*.
7. Choose the *Beneficiary Classification*.
8. Choose their *Method(s) of Payment* and the *Preferred Method of Payment*.
9. Click **Save & Continue**.

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Home Multi-Currency Accounts Payments Templates Upload Reporting

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Create New Beneficiary

1 Beneficiary Details 2 Contact Information 3 Bank Account Information 4 Additional Information

Beneficiary Name
Vendor One

Beneficiary Identifier
Vendor One

Destination Country
Canada

Currency
CAD-Canadian Dollar

Beneficiary Classification
Automotive / Trucking

Method(s) of Payment
☒ Wire ☐ IACH ☐ Draft

Preferred Method of Payment
Wire

CANCEL SAVE & CONTINUE >

Complete the fields on this page, and then click **SAVE & CONTINUE** to move to the next step in the process. Mandatory fields are indicated by an asterisk.

- Enter the beneficiary's *Contact Information*.
- Click **Save & Continue**.
- Search for the beneficiary's financial institution. Click **Select** to auto populate the financial institution's information in the *Bank Details* section.

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Home Multi-Currency Accounts Payments Templates Upload Reporting

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Create New Beneficiary

1 Beneficiary Details 2 Contact Information 3 Bank Account Information 4 Additional Information

IBAN VALIDATION

BANK SEARCH

Canada toronto

FILTER SELECT FILTER OPTIONS...

	Bank Name	Address	SWIFT (BIC)	Routing Number	Office Type
SELECT	THE TORONTO-DOMINION BANK (BANCROFT)	25 HASTINGS ST NORTH BANCROFT ONTARIO, K0L1C0	TDOMCATTTOR	000420642	Branch
SELECT	THE TORONTO-DOMINION BANK (BANCROFT)	25 HASTINGS ST NORTH BANCROFT ONTARIO, K0L1C0	TDOMCATTTOR	000438442	Branch

Use the search feature to locate a specific bank or select it from the displayed list. You can also use the Filter Options to narrow your search. When you click **SELECT**, the **BANK DETAILS** section is populated with the bank's information.

Beneficiary Name
Vendor One

Beneficiary Country
Canada

Currency
CAD

8. Enter the beneficiary's *Account Number*.
9. Click **Save & Continue**.

10. Check the Send Pay Tracker? box and enter the beneficiary's email address to send an email confirmation to the beneficiary once the wire is sent.
11. Drag and drop and files to include with the email.
12. Enter additional email addresses in the *Internal Payment Alert* and *External Payment Alert* fields if you wish to send confirmations to anyone else when sending wires to this beneficiary.

13. Enter *Further Credit Details* if applicable using the format displayed.
14. Check the box to confirm the beneficiary details and click **Finish**.

15. The beneficiary will appear in your list.
16. Click the down arrow or pencil icons to Edit or Deactivate the beneficiary.

Identifier	Beneficiary	Currency	Method	Status	Last Update
Vendor One	Vendor One Toronto - Canada Bank Name: THE TORONTO-DOMINION BANK	CAD	Wire	Active	Feb 27, 2026

Creating an FX Wire

1. Go to **Payments > Wire > Create FX Wire**.
2. Click **Payments > Make Payments**.

The screenshot shows the Corpay 'Cross-Border' dashboard. The top navigation bar includes links for Home, Multi-Currency Accounts, Payments, Templates, Upload, and Reporting. A 'Make Payments' button is highlighted with a red rectangle. Below the navigation bar, the dashboard title 'Your Dashboard' is displayed, along with links for Updates, Archived News, Resources & Help, and What's New. The system date is noted as Feb 27, 2026.

3. Select your *Beneficiary*. Their information will auto populate.
4. Ensure Wire is selected for the *Payment Method*.
5. Choose your *Settlement Account*.
6. Enter the *Amount*.
7. Enter a *Payment Reference* and the *Purpose of Payment*.
8. Include an *Internal Note* or drag and drop files to include if applicable.
9. Click **Add Payment**.

The screenshot displays the 'Make Payment' form. It includes fields for Beneficiary (Vendor One), Payment Method (Wire), Settlement Account (1009567-D), Estimated Delivery Date (Mar 2, 2026), Payment Reference (Invoice 123), and Internal Note. There are also sections for Payment Currency (CAD-Canadian Dollar), Settlement Currency (USD-US Dollar), and Amount (CAD 1). A 'Purpose of Payment' dropdown is set to 'Purchase of Good(s)'. A callout box on the right provides instructions: 'Complete these fields, and then click ADD PAYMENT to save the payment details. Some fields are filled in automatically based on the beneficiary that you choose. Mandatory fields are indicated by an asterisk. Click REVIEW PAYMENTS to review and then book the payments.' A file upload area at the bottom says 'DROP FILES HERE OR CLICK TO UPLOAD'.

10. Review the message. The payment needs approval prior to processing.
11. Click **Review Payment(s)**.

12. Click **Manage Approvers** to select which approvers to notify about the pending wire.
13. Click **Notify Approver**.

Status	Beneficiary	Method	Amount	Settlement Amount	Fee	Settlement Account
✓	VENDOR ONE	Wire	CAD 1.00			1009567-D

Approving an FX Wire

1. Go to **Payments > Wire > Create FX Wire**.
2. Click **Payment(s) awaiting approval** under the *Action Items* section.

Corpay[^] | Cross-Border

Home | Multi-Currency Accounts | Payments | Templates | Upload | Reporting

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Your Dashboard

UPDATES **1** | ARCHIVED NEWS | RESOURCES & HELP

WHAT'S NEW | Previous | Next

SPOT TRADE

You Buy *

- Please Select -

GET QUOTE

BOOK NOW

ACTION ITEMS

4 Payment(s) awaiting approval

1 Saved payment(s)

3. Click the circle to Approve.
4. Click *Submit*.

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Home | Multi-Currency Accounts | Payments | Templates | Upload | Reporting

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Payment(s) Awaiting Approval

Select payments to approve or reject, then click **SUBMIT**.

4 Payment(s) Awaiting Approval

Beneficiary	Method	Amount	Reference	Source	Created By	Info	Attachment(s)	☐ Approve All	Reject
<u>Vendor One</u> Bank Name: THE TORONTO DOMINION BANK Bank Account: 12345678900	Wire	CAD 1.00	Invoice 123	Payment	Danielle	i		☒	☐

SUBMIT

Upload Wires

Uploading wire files eliminates the need to input individual wires when volume is a concern.

PLEASE NOTE: A wire upload format must be established in order to upload a wire file. Please see the *Wire Upload Format* section of this guide for information on how to create one.

1. Go to Payments > Wire > Upload Wires.

2. Select your wire company, file upload format, and browse for the wire. Click **Upload**.
3. Select **Details** to view or edit details for a selected wire.

Creditor Name	Debit Account	Wire Company Name	Effective Date	Wire Amount	
Vendor 1	xxx3323	ANOTHER BUSINESS TEST	05/20/2026	\$0.01	Details
Vendor 2	xxx3323	ANOTHER BUSINESS TEST	05/21/2026	\$0.01	Details
Vendor 3	xxx3323	ANOTHER BUSINESS TEST	05/22/2026	\$0.01	Details

4. If necessary, deselect any wires to exclude them from processing.
5. Select **Review**.
6. When all details appear accurate, select **Confirm**. You may need to authenticate.

Wire Payment Activity

Use the Wire Payment Activity view to work with wires.

Three icons appear throughout the Wire Activity view. Hover over or select these icons to view an informational message.

- When this icon appears beside a transfer, it means that there is an information message available for this transfer.
- When this icon appears beside a transfer, it means that the transfer has been changed.
- When this icon appears beside a transfer, it means that the transfer has an error.

Select the **Transaction ID** to cause the *Wire Detail* window to appear which displays both wire payment and creditor information.

Wire Payment Activity | Recurring Wires | Wire File Activity

Search Wire Payment Activity

Type to filter

Status	Count	Amount
PENDING APPROVAL	10	\$6.06
TRANSMITTED	0	\$0.00
POSTED	0	\$0.00
SCHEDULED	3	\$3.00
APPROVAL REJECTED	0	\$0.00
EXPIRED	0	\$0.00
FAILED	0	\$0.00
CANCELLED/DELETED	2	\$1.01
PENDING PROCESS	0	\$0.00

Transaction ID	Wire Company	Wire Type	Debit Account	Creditor Name	Currency	Wire Amount	Effective Date	Created Date	OMAD	Status	Actions
W000005379716	ANOTHER BUSINESS TEST	Domestic	Checking	Vendor Three	USD	\$1.00	05/22/2026	05/07/2026		CANCELLED	
W000005382864	ANOTHER BUSINESS TEST	Domestic	Checking	Vendor One	USD	\$1.00	05/22/2026	05/07/2026		PENDING APPROVAL	Cancel Wire
W000005382893	ANOTHER BUSINESS TEST	Domestic	Checking	Vendor One	USD	\$1.00	05/22/2026	05/07/2026		PENDING APPROVAL	Cancel Wire
W000005377621	ANOTHER BUSINESS TEST	Domestic	Checking	Vendor One	USD	\$1.00	05/21/2026	05/06/2026		SCHEDULED	Cancel Wire

Viewing 1 to 10 of 15 items

First Previous **1** 2 Next Last 10

Approve Reject

Editing a Wire

- Go to Payments > Wire > Wire Payment Activity.
- Select the **Transaction ID**.
- Select **Edit**.
You can only edit if the wire transaction has a status of:
 - Approval Rejected
 - Failed
 - Scheduled
- Edit the fields as necessary.


Message Center
Notifications
Cut-Off Times
Last Login: 05/07/2026, 04:31 PM, EST
Hi, testuser2 (BUSINESS TEST INC) ▾

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government
 DASHBOARD
ACCOUNTS ▾
PAYMENTS ▾
REPORTING ▾
ADMIN ▾

[Back to Wire Activity](#)

Wire Detail: W000005379716
Download ▾
Print

Payment Information	Creditor Information
Transaction ID: W000005379716	Account Number: 123456789
OMAD:	Name: Vendor Three
Status: Cancelled	Address: Lenexa UNITED STATES
Wire Company Name: ANOTHER BUSINESS TEST	Notes:
Debit Account: Checking	Agent ID: 031100966
Effective Date: 05/22/2026	Agent Name: APPLIED BANK
Wire Amount: 1.00 USD	Agent Address: WILMINGTON, DE UNITED STATES
Frequency: One Time	
Purpose: Invoice 1234	
Additional Information:	
End to End ID:	
Audit: 05/07/2026 16:30:00 : testuser4 : Cancelled : Delete 5/7/2026 9:24:36 AM : testuser3 : New	

Edit
Back

5. Select **Review**.
6. Select **Confirm**.

Approving or Rejecting a Wire

Follow the steps outlined in this topic to approve or reject selected wires.

1. Go to Payments > Wire > Wire Payment Activity.
2. Select the check box beside the Transaction ID.
3. Select **Approve** or **Reject**.
The *Approve this Wire* or *Reject this Wire* dialog box appears.
4. Enter a comment in the field, and then select **Approve** or **Reject**. A confirmation message appears.

Canceling a Wire Transfer

Follow the steps outlined in this topic to cancel selected wire transfers.

1. You can only cancel USD (domestic and international) wires. You cannot cancel foreign currency wires.
2. Go to Payments > Wire > Wire Payment Activity.
3. Select **Cancel Wire**.
4. Enter Comments about the cancellation, and then select **Cancel Wire**.

Wire File Activity

The Wire File Activity screen shows a list of wire files that users have uploaded. Users can access this information via the navigation menu by selecting Payments > Wire > Wire File Activity.

The screenshot shows the 'Wire File Activity' screen. At the top, there's a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS' (selected), 'REPORTING', and 'ADMIN'. Below this, a sub-navigation bar shows 'Wire File Activity' (selected), 'Recurring Wires', and 'Wire Activity'. A search bar is present with the text 'Type to filter'. Below the search bar is a table with columns: File Name, File Size, Source, Received Date, Total Wires/Amount, Approved/Submitted, Pending, Rejected, Expired, and Actions. Two rows are visible, both for 'wires2_4.csv' files uploaded by 'Test User One' on '05/06/2026'. The first row shows 3 pending wires for \$0.03, and the second row shows 3 pending wires for \$0.04. Both rows have a 'Review' link in the Actions column. At the bottom, it says 'Viewing 2 items'.

Recurring Wires

Only wires that were created with a recurring Frequency appear on this list.

Select the **Transaction ID**, and then the Recurring Wire Detail screen appears and displays both wire payment and creditor information.

The screenshot shows the 'Recurring Wires' screen. At the top, there's a navigation bar with 'Recurring Wires' (selected), 'Wire Activity', and 'Wire File Activity'. There are buttons for 'Create New Payment', 'Download', and 'Print'. Below this is a search bar with the text 'Type to filter'. Below the search bar is a table with columns: Transaction ID, Wire Company, Creditor Name, Debit Account, Frequency, Created Date, Next Payment Date, End Date, Wire Amount, Status, and Actions. One row is visible for Transaction ID 'W000003097308', Wire Company 'Blue Ridge Bank (for test accounts) acco', Creditor Name 'Vendor Two', Debit Account 'xxx9997', Frequency 'Weekly', Created Date '08/04/2025', Next Payment Date '08/08/2025', End Date '09/05/2025', Wire Amount '\$1.00', Status 'Scheduled', and Actions 'Cancel Series'. At the bottom, it says 'Viewing 1 - 1 of 1 wires' and a dropdown menu showing '25'.

Editing a Recurring Wire

Follow the steps outlined in this topic to edit selected recurring wires.

1. Go to Payments > Wire > Recurring Wires.
2. Select the Transaction ID.
3. Select Edit.

PLEASE NOTE: You cannot edit a recurring wire in a Pending Approval status.

4. Edit the fields as necessary.
5. Select Review.
6. Select Confirm.

Canceling a Recurring Wire Series

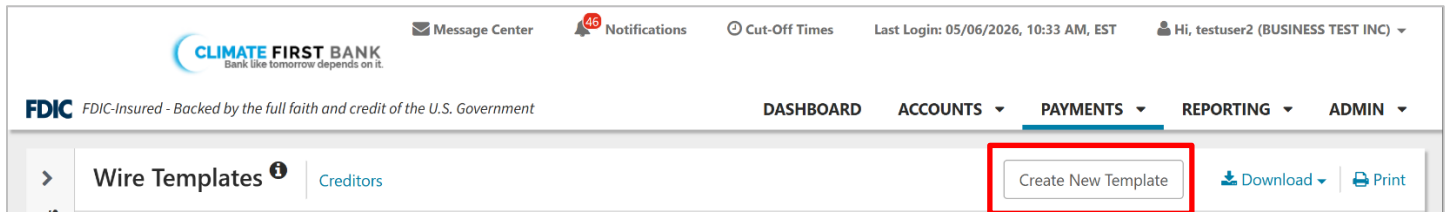
Follow the steps outlined in this topic to cancel selected recurring wire series.

1. Go to Payments > Wire > Recurring Wires.
2. Select **Cancel Series** beside the recurring wire. The *Cancel Wire* dialog box appears.
3. Enter Comments about the cancellation, and then select **Cancel Wire**.

Wire Templates

Creating a Wire Template

1. Go to Payments > Wire > Wire Templates.
2. Select **Create New Template**.



3. Select whether the wire template is Domestic or International.
4. Complete the following fields on the **Payment and Creditor Information** tab.

Template Name

Enter the name of the template.

Wire Company

Select the wire company that is used to originate the wire.

Debit Account

Select the affected debited wire accounts.

Creditor

Type the creditor's name or select the search icon from your list of creditors.

Purpose

Enter a short description of the wire.

Additional Information

Enter a specific memo that the creditor can view when they receive the wire. Select **+ Add** to add another additional information line, or select **Delete** icon to remove an additional information line.

End to End ID

Create a unique identifier that follows the transaction from beginning to end if desired.

Create a Wire Template

1. Payment and Creditor Information
2. Review
3. Confirmation

Wire Template Detail

* Indicates Required Field

Payment Information

☒ Domestic
☐ International

Template Name: *

Wire Company Name: *

Debit Account: *

Creditor: *

Purpose: *

Additional Information:

End to End ID:

Review
Reset
Cancel

5. Select **Review**. Review the information entered to ensure that it is accurate.

6. Select **Confirm**.

PLEASE NOTE: From this screen, you can *Create Another Wire Template* or *View Wire Templates*.

Creating USD Wires from Templates

Use the *Create USD Wire from Template* view to work with wire templates.

Wire Templates
Creditors

Create New Template Download Print

Type to filter

☒	Template Name	Wire Type	Wire Company	Debit Account	Creditor Name	Status	Actions
☒	Vendor One	Domestic	ANOTHER BUSINESS TEST	Checking	Vendor One	Ready	Actions

Viewing 1 - 1 of 1 templates

25

Initiate Payments

1. Go to Payments > Wire > Create USD Wire from Template.

2. Select the check box next to the wire templates to initiate.

3. Select **Initiate Payments**.

The **Create USD Wire** from Template page appears.

4. Complete the required fields for each template selected.

Create USD Wire from Template

1. Payment and Creditor Information
2. Review
3. Confirmation

Payment Information

Template: **Vendor One**

Wire Company Name: **ANOTHER BUSINESS TEST**

Debit Account: **Checking**

Creditor: **Vendor One**

Wire Amount: * USD

Frequency: * One Time

Effective Date: * 

Purpose: *

Additional Information: ⓘ 

End to End ID: ⓘ

Creditor Information

Name: **Vendor One**

Account Number: **123123123**

Address: **Joplin
UNITED STATES**

Notes:

Agent ID : **124084834**

Agent Name: **FIRST-CITIZENS BANK & TRUST CO**

Agent Address: **RALEIGH, NC
UNITED STATES**

Review
Reset
Cancel

Wire Amount

The amount of the wire transaction.

Frequency

Select one of the following options:

- One Time
- Weekly
- Every Two Weeks
- Twice a Month
- Monthly
- Quarterly
- Every Six Months
- Yearly

Effective Date

The effective date that the wire transaction occurs.

Purpose

Enter a short description of the wire.

Additional Information

Enter a specific memo that the creditor can view when they receive the wire.

End to End ID

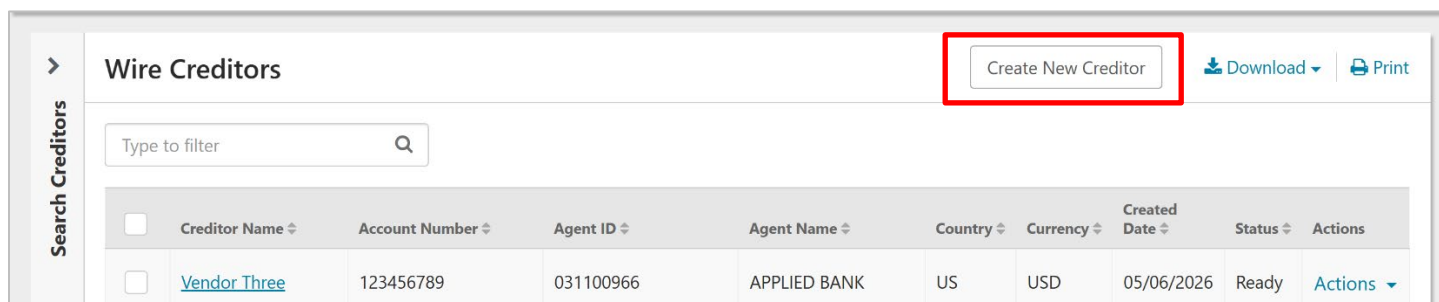
Create a unique identifier that follows the transaction from beginning to end if desired.

5. Select **Review**.
6. Select **Confirm**.

Wire Creditors

Creating a Domestic Creditor

1. Go to Payments > Wire > Wire Creditors.
2. Select **Create New Creditor**.



Wire Creditors									
Type to filter									
☐	Creditor Name ↕	Account Number ↕	Agent ID ↕	Agent Name ↕	Country ↕	Currency ↕	Created Date ↕	Status ↕	Actions
☐	Vendor Three	123456789	031100966	APPLIED BANK	US	USD	05/06/2026	Ready	Actions ▼

3. Complete the fields.

Agent Country

Select the creditor's country.

Agent ID

Enter the creditor's routing number.

Agent Name

Enter the creditor's financial institution name.

Agent City/Town Name

Enter the city where the financial institution that the creditor uses is located.

Agent State/Country Sub Division

Enter the state where the financial institution that the creditor uses is located.

Account Number

Enter the creditor's account number that receives the wire credit.

Re-enter Account Number

Re-enter the creditor's account number that receives the wire credit.

Name

Enter the creditor's name.

Country

Select the creditor's country.

Building Number

Enter the creditor's building number if applicable.

Street Name

Enter the creditor's receiving location street name.

City/Town Name

Enter the city where the financial institution that the creditor uses is located.

State/Country Sub Division

Enter the state where the financial institution that the creditor uses is located.

Post Code

Enter the ZIP code of the financial institution that the creditor uses.

Notes

Enter any additional information about this creditor.

Create a Domestic Creditor

1. Creditor Information

2. Review

3. Confirmation

Domestic

International

Agent Country: *

US

Agent ID: *

Agent ID

Q

Agent Name: *

Agent City/Town Name: *

Agent State/Country Sub Division: *

Account Number: *

Re-enter Account Number: *

Name: *

Country: *

UNITED STATES

Building Number:

Street Name:

City/Town Name: *

State/Country Sub Division:

Post Code:

Notes:

Additional location information

Instructed Agent Information

Agent Country: *

US

Agent ID:

Agent ID

Q

Agent Name:

Agent City/Town Name:

Agent State/Country Sub Division:

Review

Reset

Cancel

- Select **Review**. Review the information entered to ensure that it is accurate.

5. Select **Confirm**. Proceed to the *Confirmation* tab, confirming that you have successfully created a **domestic** creditor. Depending on your settings, you may not be able to send a **domestic** wire to this creditor until they are in an *Approved* status.

PLEASE NOTE: From this screen, you can select *Send a Wire to this Creditor*, *Create Another Creditor*, or *Wire Creditors*.

Creating an International Creditor

International creditors can receive immediate domestic intermediary or foreign bank wires.

1. Go to Payments > Wire > Wire Creditors.
2. Select **Create New Creditor**.

Wire Creditors

Create New Creditor Download Print

Type to filter

☐	Creditor Name	Account Number	Agent ID	Agent Name	Country	Currency	Created Date	Status	Actions
☐	Vendor Three	123456789	031100966	APPLIED BANK	US	USD	05/06/2026	Ready	Actions

3. On the Creditor Information tab, select **International**.

Create an International Creditor

1. Creditor Information 2. Review 3. Confirmation

☐ Domestic ☒ International * Indicates Required Field

Account/IBAN Number: *

Re-enter Account/IBAN Number: *

Name: *

Country: *

Building Number:

Street Name:

City/Town Name: *

State/Country Sub Division:

Post Code:

Notes: ⓘ

Agent ID: *

Agent Name: *

Agent Country: *

Agent City/Town Name: *

Agent State/County Sub Division:

Swift Code

Additional location information

Intermediary Agent Information

+ Add an Instructed Agent * + Add an International Intermediary Agent

Review Reset Cancel

4. Complete the fields.

Account Number

Enter the creditor's account number that receives the wire credit.

Re-enter Account Number

Re-enter the creditor's account number that receives the wire credit.

Name

Enter the creditor's full name.

Country

Enter the creditor's country.

Address

Enter the creditor's receiving location address.

City

Enter the creditor's city.

State/Province/Territory

Enter the creditor's state, province, or territory information.

Postal Code

Enter the creditor's ZIP code.

Notes

Enter any additional information about this creditor.

Bank ID

Enter the creditor's bank ID. Select the drop-down menu to choose the applicable field of Swift Code, IBAN Number, or Sort Code.

Bank Name

Enter the name of the bank that the creditor uses.

Country

Enter the country where the bank that the creditor uses is located.

Bank Address

Enter the bank's address that the creditor uses.

City

Enter the city where the bank that the creditor uses is located.

State/Province/Territory

Enter the state, province, or territory where the bank that the creditor uses is located.

Postal Code

Enter the ZIP code of the bank that the creditor uses.

5. Select a situation and complete the corresponding steps.

Your choice depends on your financial institution's requirements.

Situation	Steps
Adding a domestic intermediary bank	1. Select Search, and then select the correct bank from the Bank Lookup screen. The system auto-fills the required fields. 2. Enter the Bank ID, Account Number, Notes, Bank Name, City, and State. Bank ID and Bank Name are required fields. PLEASE NOTE: This option may not appear depending on your institution's settings.
Adding an international intermediary bank	Enter the <i>Bank ID</i>, and then select if the ID is a <i>Swift Code</i>, <i>IBAN Number</i>, or Sort Code from the drop-down list. 1. Enter the Bank City, Notes, Bank Name, and Bank Country. Bank ID, Bank Name, and Bank Country are required fields.

6. Select **Review**. You proceed to the *Review tab*. Review the information entered to ensure that it is accurate.
7. Select **Confirm**. You proceed to the *Confirmation tab*, confirming that you have successfully created an international creditor. Depending on your settings, you may not be able to send an international wire to this creditor until they are in an *Approved* status.
PLEASE NOTE: From this screen, you can select *Send a Wire to this Creditor*, *Create Another Creditor*, or *Wire Creditors*.

Initiating Wire Payments to Creditors

Follow the steps outlined in this topic to initiate wire payments for selected creditors. You can only initiate USD (domestic and international) wires using these steps.

1. Go to Payments > Wire > Wire Creditors.
2. Select one or more check boxes beside the appropriate *Creditor Name*.

Wire Creditors Create New Creditor Download Print

Type to filter

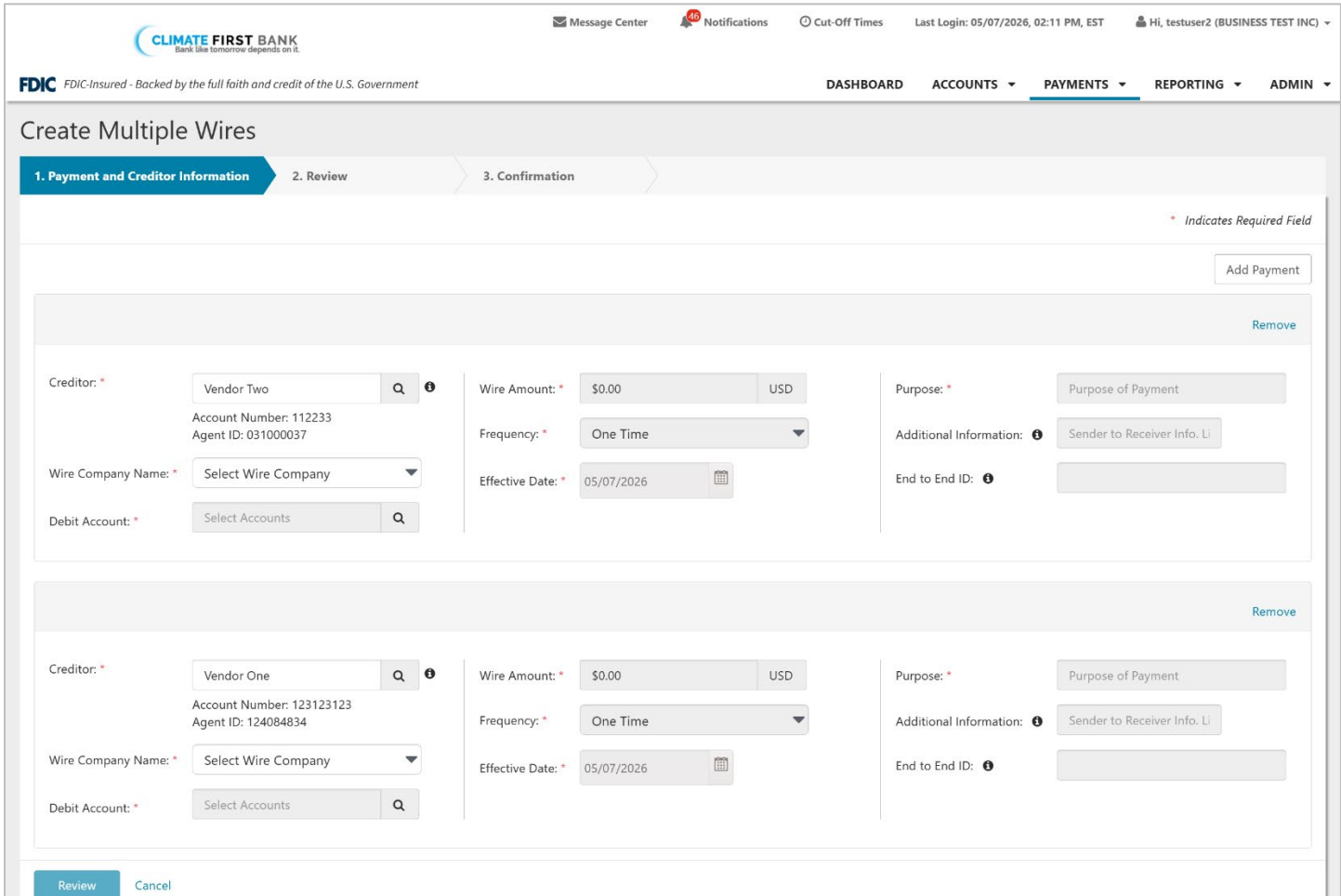
☐	Creditor Name	Account Number	Agent ID	Agent Name	Country	Currency	Created Date	Status	Actions
☐	Vendor Three	123456789	031100966	APPLIED BANK	US	USD	05/06/2026	Ready	Actions
☒	Vendor Two	112233	031000037	THE BANK OF NEW YORK MELLON	US	USD	05/06/2026	Ready	Actions
☒	Vendor One	123123123	124084834	FIRST-CITIZENS BANK & TRUST CO	US	USD	05/06/2026	Ready	Actions

Viewing 1 - 3 of 3 Creditors 25

Initiate Payments

3. Select **Initiate Payments**.

4. Complete the required fields for each *Creditor Name* selected.



Creditor

Type the creditor's name or select the search icon from your list of creditors.

Wire Company Name

Select the wire company that is used to originate the wire.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select **Search** to select which account to debit.

Wire Amount

The amount of the wire transaction.

Frequency

Select one of the following options:

- One Time
- Weekly
- Every Two Weeks
- Twice a Month
- Monthly

- Quarterly
- Every Six Months
- Yearly

Effective Date

The effective date that the wire transaction occurs.

Purpose

Enter a short description of the wire.

Additional Information

Enter a specific memo that the creditor can view when they receive the wire. Select **+ Add** to add another additional information line, or select **the Delete icon** to remove an additional information line.

End to End ID

Create a unique identifier that follows the transaction from beginning to end if desired.

5. Select **Review**.
6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.

Editing Wire Creditors

Follow the steps outlined in this topic to edit selected creditors.

1. Go to Payments > Wire > Wire Creditors.
2. Select the *Creditor Name*.
3. Select **Edit**.
4. Edit the fields as necessary.
5. Select **Review**.

Wire Creditors

Create New Creditor

Download

Print

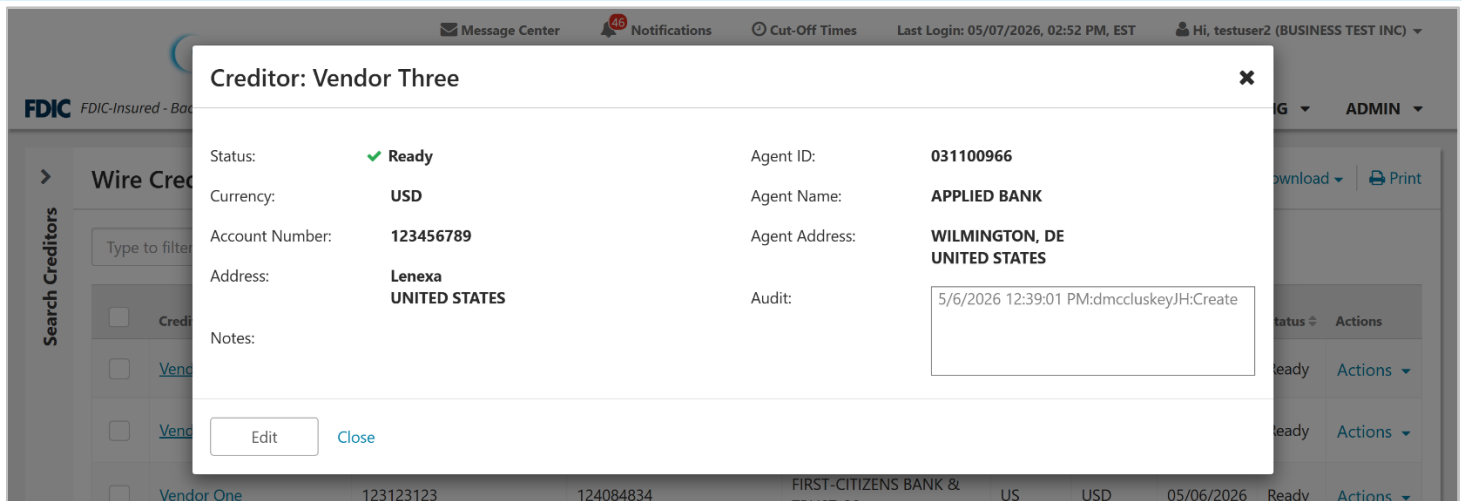
Type to filter

☐	Creditor Name	Account Number	Agent ID	Agent Name	Country	Currency	Created Date	Status	Actions
☐	Vendor Three	123456789	031100966	APPLIED BANK	US	USD	05/06/2026	Ready	Actions
☐	Vendor Two	112233	031000037	THE BANK OF NEW YORK MELLON	US	USD	05/06/2026	Ready	Actions
☐	Vendor One	123123123	124084834	FIRST-CITIZENS BANK & TRUST CO	US	USD	05/06/2026	Ready	Actions

Viewing 1 - 3 of 3 Creditors

25

Initiate Payments



Approving or Rejecting a Creditor

Follow the steps outlined in this topic to approve or reject selected creditors.

1. Go to Payments > Wire > Wire Creditors.
2. Select the check box next to the Creditor Name.
3. Select **Approve** or **Reject** from the Actions menu
4. Enter a comment in the field, if necessary, and then select **Approve** or **Reject**.

Deleting a Creditor

1. Go to Payments > Wire > Wire Creditors.
2. In the Actions menu, select **Delete**.
3. Enter a comment in the field, and then select **Delete Creditor**.

Wire Upload Formats

The *Wire Upload Template Formatting Tool* allows you to build either a fixed position or delimited file map to upload wire files.

Creating Wire Upload Formats

1. Go to Payments > Wire > Wire Upload Formats.
2. Select **Create New Format**.
3. Select either **Delimited** or **Fixed Position**.
4. Complete the fields as desired to determine how amounts and dates appear.
5. Map the field positions as desired:

You can drag and drop the different fields to reorder them.

In delimited file formats, the position in the file appears as the tile number and updates when the tile is moved. In fixed position file formats, the tiles show the position on the file and the length of the field. Users can adjust the length by using the up or down arrows.

Optional tiles appear below the required fields. While you cannot move any required fields into the optional section, you can move optional titles to the primary section. Additionally, you can use a filler tile as a placeholder to account for items in files which are not included in payment details.

6. Select **Save**.

ACH

Within Payments > ACH, you can create ACH payments and templates, import layouts, view templates, ACH payments, and recurring ACH payment lists, and search ACH recipients. You can also work with ACH tax payments.

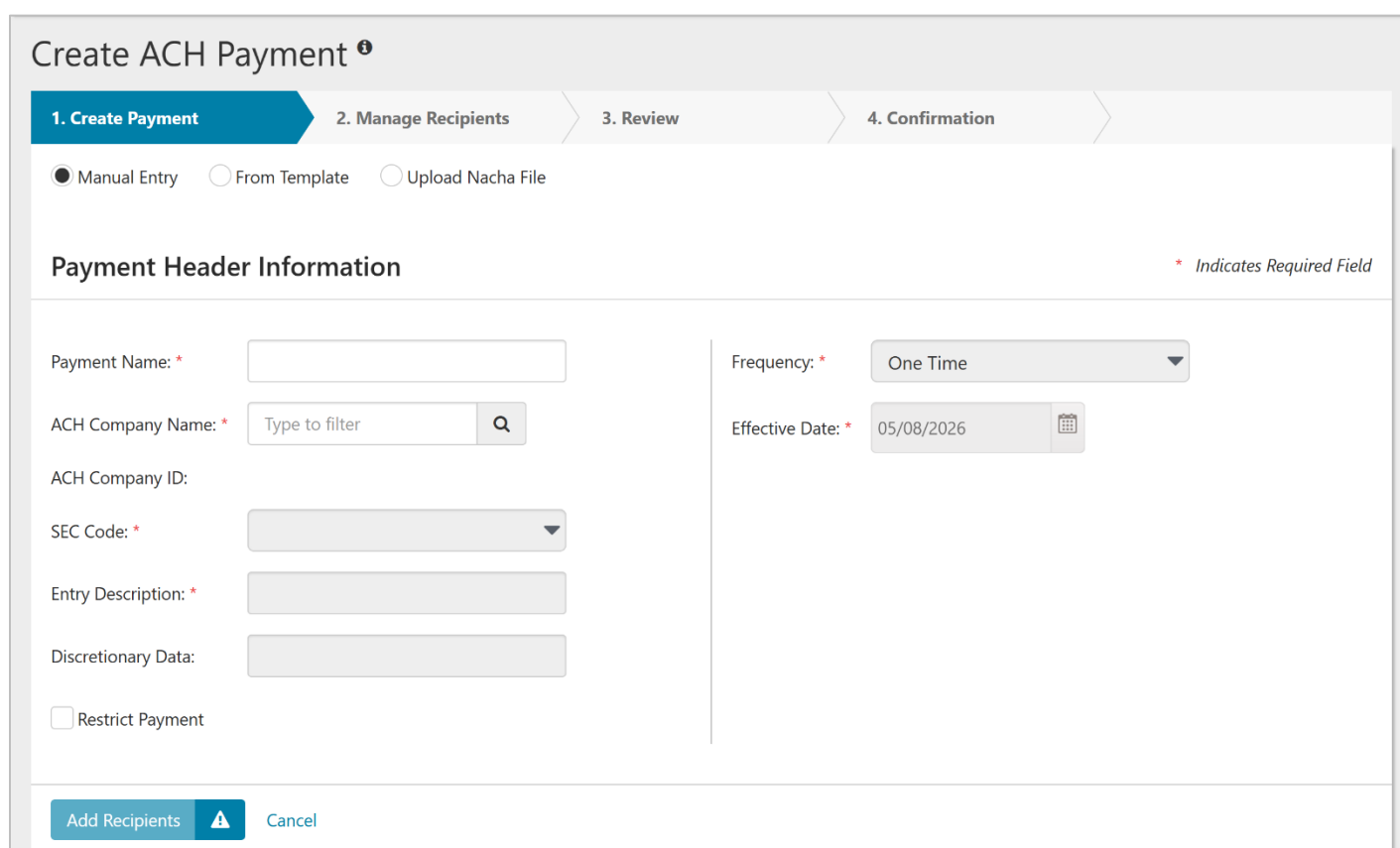
Create an ACH Payment

Use the Create ACH Payment view to create an ACH payment manually, initiate an ACH payment from a template, or upload a NACHA formatted file.

Creating an ACH Payment Manually

Use this process when manually creating an automated clearing house (ACH) payment.

1. Go to Payments > ACH > Create ACH Payment.
2. Within the Create Payment tab, select **Manual Entry**.



3. Enter a *Payment Name*.
4. Select the *ACH Company Name*, and modify the SEC Code, Entry Description, and Discretionary Data fields if necessary.
5. Select the *Restrict Payment* check box, if appropriate.
- PLEASE NOTE:** Only users with the Restricted Batch entitlement can see restricted payments.
6. Select an option from the Frequency drop-down list. Options are:
 - One Time
 - Weekly
 - Every Two Weeks

- Twice a Month
 - Monthly
 - Quarterly
 - Every 6 Months
 - Annually
7. Select the Effective Date of this ACH payment using the **calendar** icon.
 8. Click **Add Recipients**.
 9. Complete the recipient information.
PLEASE NOTE: Select + to add a recipient row if necessary and then complete the information.

Create ACH Payment

1. Create Payment | 2. Manage Recipients | 3. Review | 4. Confirmation

Manage Recipients * Indicates Required Field

Payment

ACH Company Name: **Business Test 1** Debit: **\$0.00**
 ACH Company ID: **9999999996** Credit: **\$0.00**
 SEC Code: **CCD** Effective Date: **05/29/2026**
 Entry Description: **ACH BATCH**
 Discretionary Data: **ACH BATCH**
☐ Restrict Payment

Type To filter ☐ Prenote Only (0) ☐ Hold Only (0) ☐ Errors (1)

Recipient Name *	ID Number *	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote *	Hold *	Addenda
			Checking	Type to filter Q	CR	\$0.00	☐	☐	Addenda Add Delete

Viewing 1 - 1 of 1 recipients 25

10. Select **Review** and choose your *Offset Account*.
11. Select **Confirm**.

Uploading a Nacha Formatted File

1. Go to Payments > ACH > Create ACH Payment.
2. Within the *Create Payment* tab, select **Upload NACHA File**.
3. Select **Select File** and browse for the appropriate file.
Your file must be formatted to Nacha® specifications and all ABA numbers must be accurate. The company header record must match a company that you are entitled to create ACH batches for.
4. Select **Upload**.

Create ACH Payment ¹

1. Upload File
2. File Summary
3. Review
4. Confirmation

☐ Manual Entry
☐ From Template
☒ Upload Nacha File

Upload Nacha Formatted File

Maximum of 10,000 payments

Message Center 39 Notifications 0 Cut-Off Times Last Login: 05/07/2026, 04:32 PM, EST Hi, testuser2 (BUSINESS TEST INC) ▾

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN ▾

Create Payment

1. Upload File
2. Payment Details
3. Review
4. Confirmation

Payment Detail

☐ Restricted 4 Recipients

Status: **Ready**
ACH Company Name: **Business Test I**
ACH Company ID: **9999999996**
SEC Code: **PPD**
Entry Description: **Payment**
Discretionary Data:

Debit: **\$0.00**
Credit: **\$0.06**
Audit:

Frequency: One Time ▾
Please validate the Effective Date for accuracy
Effective Date: 05/08/2026
Offset Accounts: Checking

☐ Prenote Only (0) ☐ Hold Only (0)

Recipient Name ▾	ID Number ▾	Account Number ▾	Account Type ▾	Routing Number ▾	Credit/Debit ▾	Amount ▾	Prenote ▾	Hold ▾	Addenda
Employee One	S1245	123456	Checking	101000925	CR	\$0.01	No	No	Addenda
Employee Two	J4565	456815	Checking	051402589	CR	\$0.01	No	No	Addenda
Employee Three	H5698	159415	Checking	082901855	CR	\$0.01	No	No	Addenda
Employee Four	B32333	654985	Checking	082901855	CR	\$0.03	No	No	Addenda

Viewing 1 - 4 of 4 Recipients

- Change the name of the payment if desired.
- Select an option from the Frequency drop-down list.
- Enter the *Effective Date* of the payment as it does not pull from the file.
- Select **Review** and choose your *Offset Account*.
- Select **Confirm**.

Create ACH Tax Payment

Creating an ACH Tax Payment Manually

Follow the steps outlined in this topic to create ACH tax payments manually.

1. Go to Payments > ACH > Create ACH Tax Payment.
2. Within the *Create Payment* tab, select **Manual Entry**.

3. Enter the *Tax Payment Name*, *Tax Period End Date*, and the *Tax Code*.
A drop-down menu with all tax codes your organization configured in Back Office allows you to select the correct code. If the necessary tax code is not available, you can enter the code manually.
4. Enter the *Tax Payer ID*, *ACH Company Name*, and *Pay from Account*.
5. Select the *Effective Date* of this ACH payment using the **calendar icon**.
6. Enter the *Amount*.
7. Enter the *Amount Type* field, if applicable.

State taxes allow the following entries:

- T = Tax
- S = State
- P = Penalty
- I = Interest
- L = Local
- C = City

Federal taxes allow the following entries:

- 1 SOCS = Social Security amount
- 2 MEDI = Medicare amount
- 3 WITH = Withholding amount
- 1 FICA = Tier 1 if code CT-1 was used
- 2 Industry = Tier 2 if code CT-1 was used
- 6 Supplemental = Tier 3 if code CT-1 was used

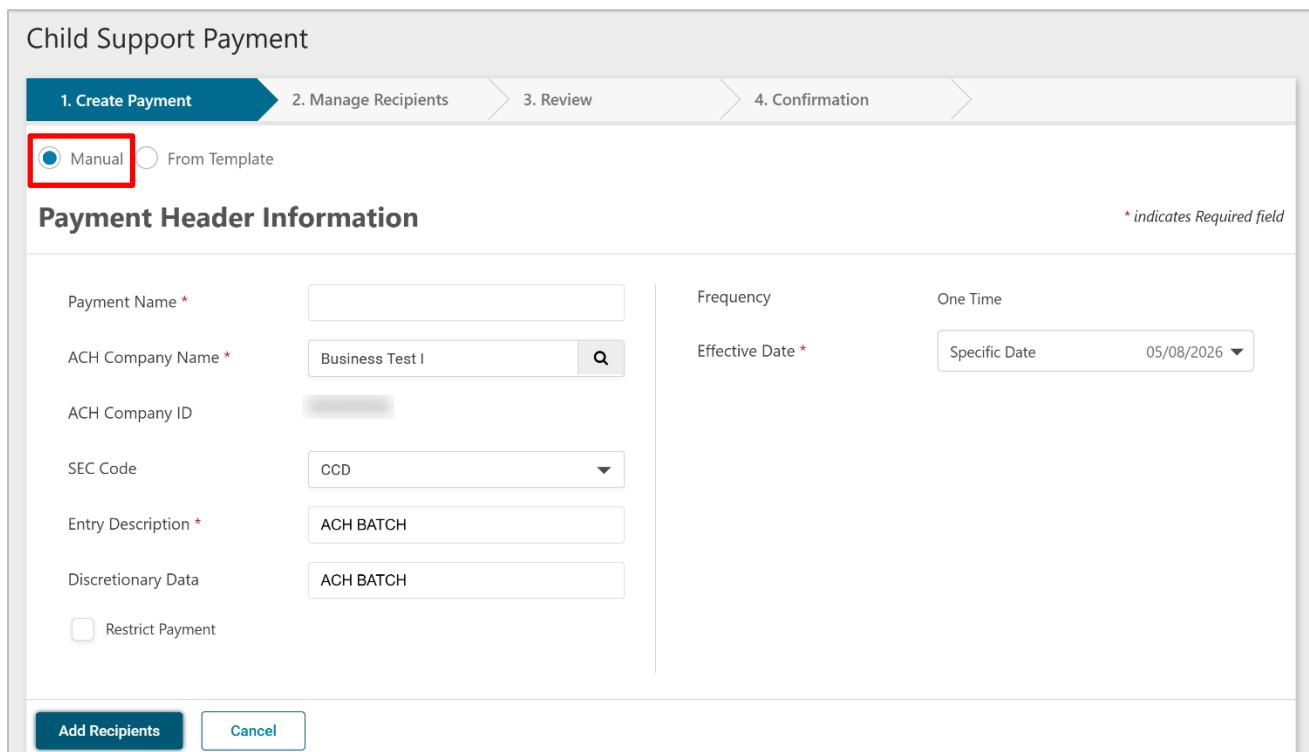
PLEASE NOTE: If you use a tax code that does not require subcategories, the Amount Type Code field does not appear.

8. To include up to two additional Amount/Amount Type fields, select the + option.
9. Complete the recipient fields.
10. Select **Review**.
11. Select **Confirm**.

Create Child Support Payment

Creating a Child Support Payment Manually

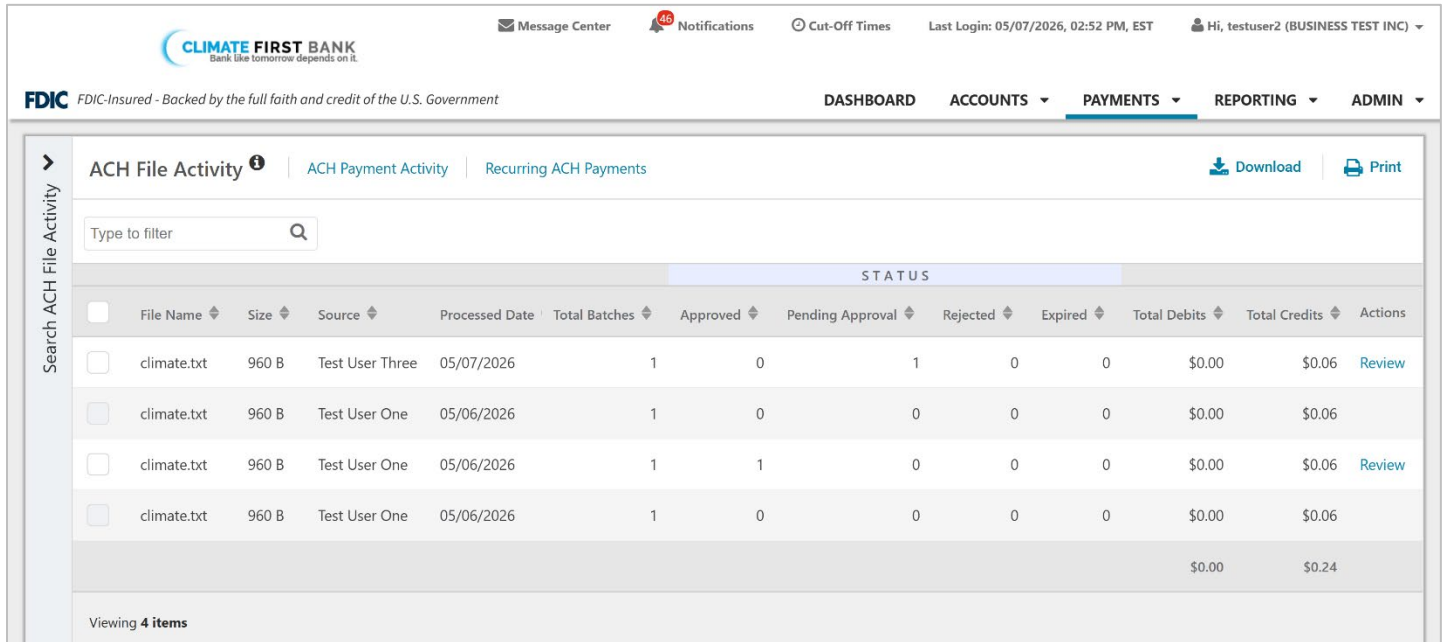
1. Go to Payments > ACH > Create Child Support Payment.
2. Within the *Create Payment* tab, select **Manual**.
3. Complete the *Payment Header Information*.



4. Select **Add Recipients** after completing all fields.
5. Complete the recipient fields.
TIP: The recipient is usually the state's information for who is receiving the child support payment.
6. Complete the non-custodial parent fields.
TIP: For more information or additional instructions, contact your state's Child Support EFT representative.
7. Select **Review**.
8. Select **Confirm**.

ACH File Activity

The ACH File Activity screen shows a list of ACH files that users have uploaded. Users can access this information via the navigation menu by selecting Payments > ACH > ACH File Activity.



The screenshot shows the ACH File Activity screen. At the top, there's a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'PAYMENTS' tab is selected. Below the navigation bar, there's a sidebar with 'ACH File Activity', 'ACH Payment Activity', and 'Recurring ACH Payments'. The 'ACH File Activity' tab is active. The main area displays a table of ACH files. The table has columns for File Name, Size, Source, Processed Date, Total Batches, Approved, Pending Approval, Rejected, Expired, Total Debits, Total Credits, and Actions. There are four rows of data, all with 'climate.txt' as the file name. The first row is selected. At the bottom, it says 'Viewing 4 items'.

	File Name	Size	Source	Processed Date	Total Batches	Approved	Pending Approval	Rejected	Expired	Total Debits	Total Credits	Actions
☒	climate.txt	960 B	Test User Three	05/07/2026	1	0	1	0	0	\$0.00	\$0.06	Review
☐	climate.txt	960 B	Test User One	05/06/2026	1	0	0	0	0	\$0.00	\$0.06	
☐	climate.txt	960 B	Test User One	05/06/2026	1	1	0	0	0	\$0.00	\$0.06	Review
☐	climate.txt	960 B	Test User One	05/06/2026	1	0	0	0	0	\$0.00	\$0.06	
										\$0.00	\$0.24	

ACH Payment Activity

Use the *ACH Payment Activity* view to work with ACH payments.

TIP: The Transaction ID for a tax payment shows a T at the end. It shows a C at the end for child support payments.

Approving or Rejecting an ACH Payment

Follow the steps outlined in this topic to approve or reject selected ACH payments.

1. Go to Payments > ACH > ACH Payment Activity.
2. Select the check box beside the Transaction ID.
3. Select **Approve** or **Reject**.
The Comments For Status Change dialog box appears.
4. Enter a comment in the field, and then select **Approve** or **Reject**. A confirmation message appears.

Editing an ACH Payment

Follow the steps outlined in this topic to edit selected ACH payments.

1. Go to Payments > ACH > ACH Payment Activity.
2. Select the *Transaction ID*.
3. Select **Edit Payment**.
You can only edit if the ACH payment has a status of:
 - Approval Rejected
 - Cancelled
 - Failed
 - Uninitiated
4. Edit the fields as necessary.

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Message Center

Notifications

Cut-Off Times

Last Login: 05/07/2026, 02:52 PM, EST

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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

ACH Payment Activity

ACH File Activity | Recurring ACH Payments

Create New Payment Download Print

Type to filter

PENDING APPROVAL
3
\$0.00 DR \$5.06 CR

PENDING PROCESS
0
\$0.00 DR \$0.00 CR

INITIATED
0
\$0.00 DR \$0.00 CR

UNINITIATED
0
\$0.00 DR \$0.00 CR

SCHEDULED
3
\$0.00 DR \$4.06 CR

APPROVAL REJECTED
0
\$0.00 DR \$0.00 CR

EXPIRED
0
\$0.00 DR \$0.00 CR

FAILED
0
\$0.00 DR \$0.00 CR

CANCELLED
0
\$0.00 DR \$0.00 CR

Transaction ID	Batch Name	File Name	ACH Company Name	SEC Code	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status	Actions
A000015407937	Payroll		Business Test I	PPD	05/29/2026		\$0.00	\$2.00	PENDING APPROVAL	Cancel
A000015408057	Commission	climate.txt	Business Test I	PPD	05/29/2026		\$0.00	\$0.06	PENDING APPROVAL	Cancel
A000015408124	Bonus		Business Test I	PPD	05/29/2026		\$0.00	\$3.00	PENDING APPROVAL	Cancel
							\$0.00	\$9.12		

Viewing 6 payments

Approve Reject

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Message Center

Notifications

Cut-Off Times

Last Login: 05/07/2026, 02:53 PM, EST

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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Payment Detail - A000015394308

Download Print

Payroll 2 Recipients

Status: **Scheduled**

ACH Company Name: **Business Test I**

ACH Company ID: **9999999996**

SEC Code: **PPD**

Entry Description: **Payroll**

Discretionary Data: **ACH BATCH**

Debit: **\$0.00**

Credit: **\$2.00**

Audit: **05/06/2026 11:18:58 : Test User One : Created**

Effective Date: **05/29/2026**

Offset Account: **Checking**

Penote Only (0) Hold Only (0)

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Penote	Hold	Addenda
Employee One		123123123	Checking	124084834	CR	\$1.00	No	No	Addenda
Employee Two		123456789	Checking	124084834	CR	\$1.00	No	No	Addenda

Viewing 1 - 2 of 2 Recipients

25

Edit Payment Close

- Select **Review**.
- Select **Confirm**.

Canceling ACH Payment Activity

1. Go to Payments > ACH > ACH Payment Activity.
2. In the Actions column, Select **Cancel**.
3. Enter Comments about the cancellation, and then select **Cancel Payment**.

The screenshot displays the 'ACH Payment Activity' page. At the top, there's a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. Below this, a summary section shows various payment statuses with counts and amounts: PENDING APPROVAL (3, \$0.00 DR, \$5.06 CR), PENDING PROCESS (0, \$0.00 DR, \$0.00 CR), INITIATED (0, \$0.00 DR, \$0.00 CR), UNINITIATED (0, \$0.00 DR, \$0.00 CR), SCHEDULED (3, \$0.00 DR, \$4.06 CR), APPROVAL REJECTED (0, \$0.00 DR, \$0.00 CR), EXPIRED (0, \$0.00 DR, \$0.00 CR), FAILED (0, \$0.00 DR, \$0.00 CR), and CANCELLED (0, \$0.00 DR, \$0.00 CR). Below the summary is a table of payment transactions. The table has columns for Transaction ID, Batch Name, File Name, ACH Company Name, SEC Code, Initiated Date, Effective Date, Debit Amount, Credit Amount, Status, and Actions. The first three transactions are highlighted, and the 'Actions' column for each shows a 'Cancel' link, which is highlighted with a red box in the original image. At the bottom, there are 'Approve' and 'Reject' buttons.

Transaction ID	Batch Name	File Name	ACH Company Name	SEC Code	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status	Actions
A000015407937	Payroll		Business Test I	PPD	05/29/2026		\$0.00	\$2.00	PENDING APPROVAL	Cancel
A000015408057	Commission	climate.txt	Business Test I	PPD	05/29/2026		\$0.00	\$0.06	PENDING APPROVAL	Cancel
A000015408124	Bonus		Business Test I	PPD	05/29/2026		\$0.00	\$3.00	PENDING APPROVAL	Cancel
							\$0.00	\$9.12		

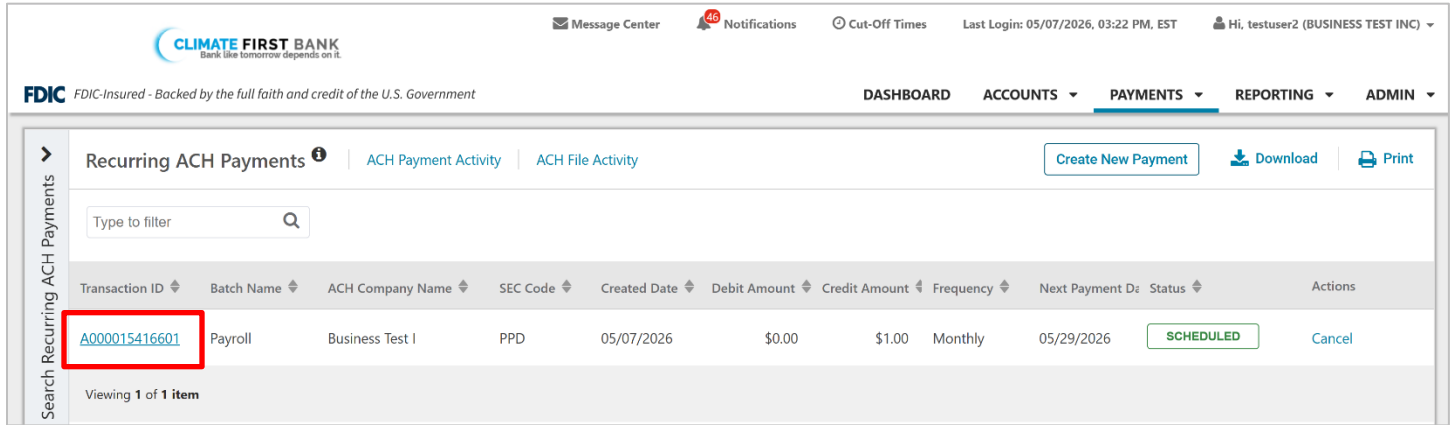
Uninitiating ACH Payment Activity

1. Go to Payments > ACH > ACH Payment Activity.
2. Select **Uninitiate**.
3. The **Confirm Uninitiate** dialog box appears.
4. Enter Comments, and then select **Uninitiate Payment**.

Recurring ACH Payments

Editing a Recurring ACH Payment

1. Go to Payments > ACH Payment Activity > Recurring ACH Payments.
2. Select the **Transaction ID**.



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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN											
Recurring ACH Payments ⓘ ACH Payment Activity ACH File Activity Create New Payment Download Print											
Type to filter 🔍											
Transaction ID	Batch Name	ACH Company Name	SEC Code	Created Date	Debit Amount	Credit Amount	Frequency	Next Payment Dt	Status	Actions	
A000015416601	Payroll	Business Test I	PPD	05/07/2026	\$0.00	\$1.00	Monthly	05/29/2026	SCHEDULED	Cancel	
Viewing 1 of 1 item											

3. Select **Edit Payment**.
PLEASE NOTE: You cannot edit a recurring ACH payment in Pending Approval status.
4. Edit the fields, as necessary.
5. Select **Review**.
6. Select **Confirm**.

Canceling a Recurring ACH Payment

1. Go to Payments > ACH > Recurring ACH Payments.
2. Select Cancel beside the recurring ACH payment. The Confirm Cancel Payment dialog box appears.
3. Enter Comments about the cancellation, and then select **Cancel Payment**.

ACH Templates

Creating an ACH Template

1. Go to Payments > ACH > ACH Templates.
2. Select **Create New Template**.
3. On the Create Template tab, choose **Manual Entry** or **Upload Nacha File**.
4. Browse for your file and click Upload if you chose Upload Nacha File.
5. Complete the fields if you chose Manual Entry.

Template Name

Enter the name of the template.

ACH Company Name

Either enter the *name of the ACH company* or select the **Search icon**, and then choose **Select** beside the appropriate Company Name.

ACH Company ID

The identification number of the ACH company.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection.

Entry Description

Enter a description.

Discretionary Data

Enter any other necessary information.

6. Select **Add Recipients**.
7. Complete the recipient information fields.
8. Select **Review**.
9. Select **Confirm**.

PLEASE NOTE: The template may require approval before you can initiate it.

Create ACH Template

1. Create Template

2. Manage Recipients

3. Review

4. Confirmation

☒ Manual Entry
 ☐ Upload Nacha File

Template Header Information * Indicates Required Field

Template Name: *

ACH Company Name: *

Type to filter

Q

ACH Company ID:

SEC Code: *

Entry Description: *

Discretionary Data:

☐ Restrict Template

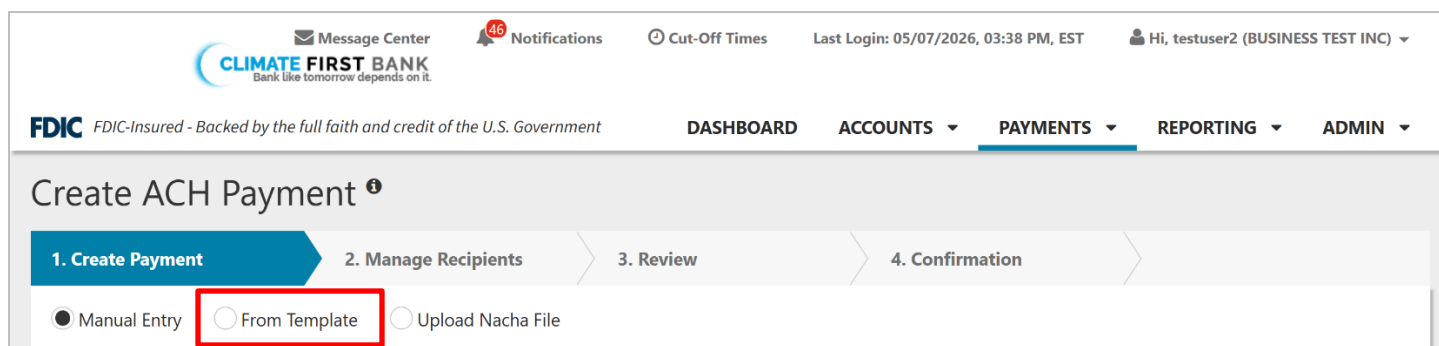
Add Recipients

Cancel

Creating ACH Payments from Templates

To create a template, please see the ACH Templates section of this guide

1. Go to Payments > ACH > Create ACH Payment.
2. Within the Create Payment tab, select **From Template**.



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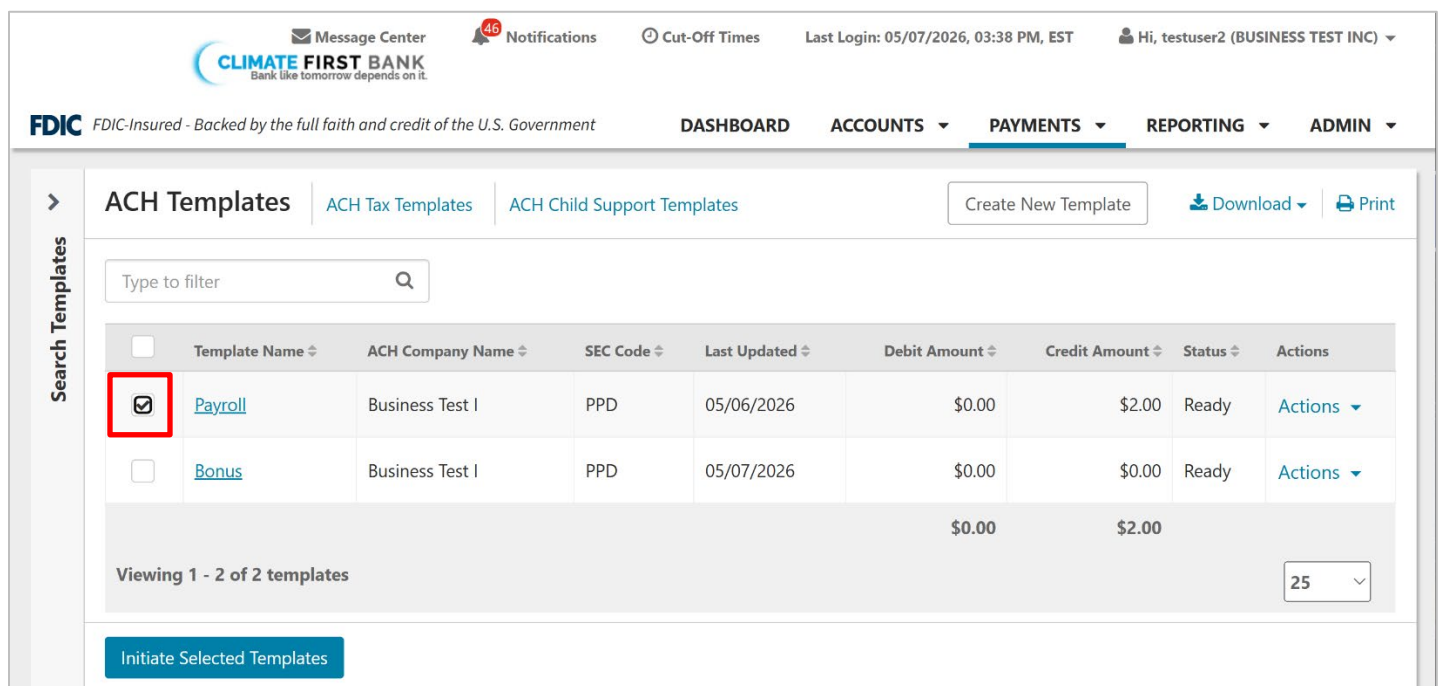
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Create ACH Payment ¹

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

☒ Manual Entry ☐ From Template ☐ Upload Nacha File

3. Select the check box beside the appropriate template name, and then select **Initiate Selected Templates**.



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ACH Templates

ACH Tax Templates ACH Child Support Templates Create New Template Download Print

Type to filter

☐	Template Name	ACH Company Name	SEC Code	Last Updated	Debit Amount	Credit Amount	Status	Actions
☒	Payroll	Business Test I	PPD	05/06/2026	\$0.00	\$2.00	Ready	Actions
☐	Bonus	Business Test I	PPD	05/07/2026	\$0.00	\$0.00	Ready	Actions
					\$0.00	\$2.00		

Viewing 1 - 2 of 2 templates 25

Initiate Selected Templates

4. Change the *SEC Code*, *Entry Description*, and *Discretionary Data* fields, as needed.
5. Select the *Restrict Payment* check box, if appropriate.
6. Select an option from the Frequency drop-down list.
Options are:
 - One Time
 - Weekly
 - Every Two Weeks
 - Twice a Month
 - Monthly
 - Quarterly

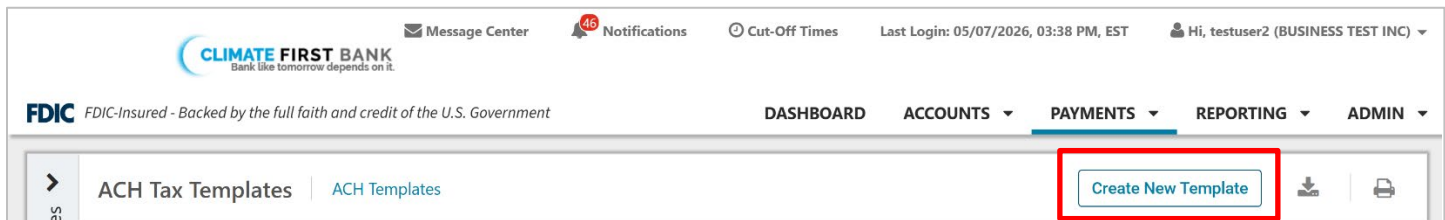
- Every 6 Months
 - Annually
7. Select the Effective Date of this ACH payment using the **calendar** icon.
 8. Select **Add Recipients** to proceed to the *Manage Recipients* tab.
 9. Edit the recipient information, as needed.
PLEASE NOTE: Select **+ Add** to add a recipient row, if necessary, and then complete the information.
 10. Select **Review** and choose your *Offset Account*.
 11. Select the *Apply Updates to the Template* check box, if appropriate. This step updates the template saved on the ACH Templates page.
 12. Select **Confirm**.

ACH Tax Templates

Creating an ACH Tax Template Manually

Follow the steps outlined in this topic to create ACH tax templates manually.

1. Go to Payments > ACH > ACH Tax Templates.
2. Select **Create New Template**.



3. On the *Create Template* tab, select whether you are creating a **Federal** or **State** template.

The screenshot shows the 'Create ACH Tax Template' form. The form is divided into three steps: 1. Create Tax Template, 2. Review, and 3. Confirmation. The 'Create Tax Template' step is active, showing fields for Template Name, Tax Code, Tax Payer ID, ACH Company Name, Amount, Recipient Name, Recipient ID Number, Recipient Routing Number, Recipient Account Number, and Recipient Account Type. The 'Federal' radio button is selected. The 'Restrict Template' checkbox is unchecked. The 'Review' button is highlighted.

4. Complete the fields on the Create Tax Template tab.
5. Select the *Restrict Template* check box, if appropriate.
6. Select **Review**.

- Review the information entered to ensure that it is accurate.
- Select **Confirm**.

PLEASE NOTE: The template may require approval before you can initiate it.

ACH Recipients

The ACH Recipients page displays all saved recipients and offers the ability to select recipients to create payments from.

Adding an ACH Recipient

- Go to Payments > ACH > ACH Recipients.
- Select **Add Recipient**.

The screenshot shows the 'ACH Recipients' page. At the top, there's a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'PAYMENTS' tab is selected. Below the navigation bar, there's a sidebar with 'ACH Recipients' and 'ACH Recipient Activity'. The main area displays a table of recipients with columns: Recipient Name, ID Number, Account Number, Account Type, Routing Number, CR/DR, Default Amount, and Status. Below the table is an 'Add Recipient' panel with input fields for Recipient Name, ID Number, Account Number, Account Type (dropdown), Routing Number, Credit/Debit (dropdown), and Default Amount. A red box highlights the 'Add Recipient' button at the bottom right of the panel.

- Complete the fields in the *Add Recipients* panel.
- Select **Save**.

PLEASE NOTE: If approvals are required, the Status of the recipient changes to *Pending Approval*.

This is a close-up of the 'Add Recipient' panel. It shows the input fields for Recipient Name, ID Number, Account Number, Account Type (dropdown), Routing Number, Credit/Debit (dropdown), and Default Amount. A red box highlights the 'Save' button at the bottom right of the panel.

Editing an ACH Recipient

- Go to Payments > ACH > ACH Recipients.
- Select **Edit** from the Actions menu for the recipient.
- Modify the fields as desired.
- Select **Save**.

PLEASE NOTE: If approvals are required, the Status of the recipient changes to *Pending Approval*.

Deleting an ACH Recipient

1. Go to Payments > ACH > ACH Recipients.
2. Select **Delete** from the Actions menu for the recipient.
3. The recipient will be removed from the list.

ACH Recipient Import Layout

You can import recipient data from a file, such as Microsoft® Excel® or Notepad. Before importing your file, define the Recipient Import Layout so the system can read the file data.

There are two Upload Format options available. If you select *Delimited*, indicate the order of the fields in your file. If you select *Fixed Position*, indicate the starting and ending positions of the fields in your file.

Import Layout

Upload Format:

Select the order of the fields in your file.

Delimiter:

Name *	
ID Number	
Routing Number *	
Account Number *	

Import Layout

Upload Format:

Indicate the starting and ending positions of the fields in your file.

	Begin	End
Name *		
ID Number		
Routing Number *		
Account Number *		
Amount *		
Account Type * Use Transaction Code instead ⓘ		
Checking Equals:	Savings Equals:	Loan Equals:
GL Equals:		
Transaction Type *		
Debit Equals:	Credit Equals:	

Determining the Import Layout

Follow the steps outlined in this topic to customize the layout of ACH recipient imports.

1. Go to Payments > ACH > ACH Recipient Import Layout.
2. Select a format and follow the corresponding steps.

Format	Steps
The upload format is delimited.	a) Select Delimited for the <i>Upload Format</i> field. b) Enter the field location in the text box available to change the default positions for Name, ID Number, Routing Number, Account Number and Amount. c) Account Type/Transaction Type/Transaction code: If your file does not use a Transaction Code, delete the number from that field to display the Account Type and Transaction Type fields (or click the link), and use those entries instead. PLEASE NOTE: All field positions must be unique. If there is a duplicate entry, the box appears in red with a warning under it.
The upload format is fixed position.	a) Select Fixed Position for the <i>Upload Format</i> field. b) Enter a Begin and End field location in the text boxes available to change the default positions for Name, ID Number, Routing Number, Account Number and Amount. c) Account Type/Transaction Type/Transaction code: If your file does not use a Transaction Code, click the Use Account and Transaction Types Instead link to expose the Account Type and Transaction Type fields and enter the field locations in those fields. a. For Account Type, enter the indicators for Checking, Savings, Loan and GL. b. For Transaction Type, enter the indicators for Debit and Credit. PLEASE NOTE: The End value must be greater than the Begin value. If the values match, the End value appears in red with a warning.

3. Select **Save**.

ACH Reversals

You can reverse full ACH payments or individual transactions, provided your ACH company is allowed to originate both debits and credits.

You can create an ACH reversal only during a specific window. Reversals are allowed:

- Before cutoff on the first through fifth days after the business day effective date.
- After cutoff on the first through fourth days after the business day effective date.

Reversing an ACH Payment

Follow the steps outlined in this topic to reverse selected ACH payments.

1. Go to Payments > ACH > ACH Payment Activity.
2. Select a payment to reverse.
3. Select an option:

- Reverse Full Payment
- Reverse Transaction(s)

If you select Reverse Transaction(s), a Reverse check box appears next to each listed transaction.

4. Select individual transactions to reverse, if necessary.
Held and prenote transactions cannot be reversed. Use the Reversals Only check box above the list of transactions to view only those transactions you have selected.
5. Select **Create Reversal**.
The *Reverse ACH Payment* screen appears.
6. Review your reversal selections, and then select **Confirm**.

ACH Notification of Change Activity

Review the information associated with a Notification of Change on an ACH Payment.

1. Go to **Payments > ACH > ACH Notification of Change Activity**

Search ACH Notification of Change Activity	ACH Notification of Change Activity ⓘ ACH Return Activity					Download	Print
	Type to filter						
	Original Effective	Date Notification	ACH Company	Recipient Name	Change Code	Open All	
	10/17/2025	10/16/2025	Dial Solar Co	Dial Solar	C02 - Incorrect Routing Number	Details	
	09/17/2025	09/17/2025	Dial Solar Co	Dial Solar	C02 - Incorrect Routing Number	Details	
	09/15/2025	09/15/2025	Dial Solar Co	Ken Rakes	C02 - Incorrect Routing Number	Details	
	09/08/2025	09/08/2025	Dial Solar Co	Dial Solar	C02 - Incorrect Routing Number	Details	
	09/03/2025	09/03/2025	Dial Solar Co	Ken Rakes	C02 - Incorrect Routing Number	Details	

2. Review the item and click **Details** for more information.
3. The highlighted information will be what needs to be changed in your ACH template or future payments.

Search ACH Return Activity

ACH Return Activity ⓘ

ACH Notification of Change Activity

Download

Print

Type to filter

Q

Original Effective Date ⚙	Date Return Received ▼	ACH Company ⚙	Recipient Name ⚙	Return Reason ⚙	Open All
10/16/2025	10/16/2025	Dial Solar Co	City Utilites	R02 - Account Closed	Details

ACH Return Detail

Download

Print

✕

Original Effective Date 10/16/2025	SEC Code PPD	Recipient Account Number [REDACTED]	Identification Number 22309352000001	Return Reason R02 - Account Closed
Date Return Received 10/16/2025	Recipient Name City Utilites	Account Type Checking	Trace Number 22309352000001	
ACH Company Dial Solar Co	Recipient Financial Institution 02230935	Amount \$225.00		

ACH Return Activity

Review the information associated with an ACH Return.

1. Go to **Payments > ACH > ACH Return Activity**

Search ACH Return Activity	ACH Return Activity ⓘ ACH Notification of Change Activity					Download	Print
	Type to filter						
	Original Effective Date ⬆	Date Return Received ▼	ACH Company ⬆	Recipient Name ⬆	Return Reason ⬆	Open All	
	10/16/2025	10/16/2025	Dial Solar Co	City Utilites	R02 - Account Closed	Details	
	09/17/2025	09/17/2025	Dial Solar Co	Edward Witting	R02 - Account Closed	Details	
	09/15/2025	09/15/2025	Dial Solar Co	Sara Jones	R02 - Account Closed	Details	

- Review the item and click **Details** for more information.

Search ACH Return Activity

ACH Return Activity

ACH Notification of Change Activity

Download

Print

Type to filter

Original Effective Date	Date Return Received	ACH Company	Recipient Name	Return Reason	Open All
10/16/2025	10/16/2025	Dial Solar Co	City Utilites	R02 - Account Closed	Details

ACH Return Detail

Download

Print

Original Effective Date	SEC Code	Recipient Account Number	Identification Number	Return Reason
10/16/2025	PPD	5465498897123		R02 - Account Closed
Date Return Received	Recipient Name	Account Type	Trace Number	
10/16/2025	City Utilites	Checking	22309352000001	
ACH Company	Recipient Financial Institution	Amount		
Dial Solar Co	02230935	\$225.00		

- Review the information and update your ACH payment.

Positive Pay

Within Payments > Positive Pay, you can create Positive Pay items, work with Positive Pay and ACH exceptions, and work with Positive Pay upload formats.

Check Exceptions

Working with Check Exceptions

PLEASE NOTE: After the check exceptions cutoff time, all check exceptions are locked and no further actions are allowed. Additionally, all check exceptions on this page remain until end-of-day processing is complete. Then, these transactions move to history and you can view them on the Check Exceptions - Decision Activity page.

1. Go to Payments > Positive Pay > Check Exceptions.

Check Exceptions | Check Exceptions - Decision Activity | Issued Items Activity

If no return reason is selected the default reason of **Default RR After Cutoff** will be applied at cutoff.

Type to filter 25 check exceptions found

☒ To Decision ☐ Decisioned Today ☐ All Items

Pay	Return	Return Reasons	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason
☒	☐			0	\$7.50	\$0.00	10/22/2025			Duplicate item
☒	☐			0	\$0.50	\$0.00	10/22/2025			Amount mismatch
☒	☐			0	\$15.00	\$0.00	10/22/2025			Amount mismatch
☒	☐			0	\$75.00	\$0.00	10/22/2025			Amount mismatch
☒	☐			0	\$27.25	\$0.00	10/22/2025			Duplicate item
☒	☐			0	\$0.50	\$0.00	10/22/2025			Amount mismatch
☒	☐			0	\$0.10	\$0.00	10/22/2025			Duplicate item
☒	☐			0	\$15.00	\$0.00	10/22/2025			Amount mismatch

Viewing 1 to 10 of 25 check exceptions

First Previous 1 2 3 Next Last 10

2. Change the Pay or Return options as needed for each exception item.
Or, you can select the column name for all exceptions to be marked the same way. For example, if the Pay column is selected, all exceptions are marked as Pay.
PLEASE NOTE: If no return reason is selected, the default reason applies when saved.
3. Select **Review**.
4. Select **Save**.

Submitting a Check Exception Correction Request

Users can submit requests for corrections in check exceptions when the feature is active for your institution.

1. Go to Payments > Positive Pay > Check Exceptions.
2. Select the **Details** option for the necessary exception.
3. Select **Request Correction**.
4. Select the item to correct from the drop-down menu.
5. Enter the corrected value.
6. If there are additional corrections necessary for the same exception, select **Add Another Correction** and complete the additional fields.
7. Enter any necessary Comment to FI.
8. Upload any necessary Attachment.
9. Select **Review**.

Correction requests are secure messages. A copy of the request is available in your company's Sent items within the Message Center.

Check Exceptions – Decision Activity

This page details what decision was recorded for each exception item.

Search Check Exceptions - Decision Activity

Check Exceptions - Decision Activity

Check Exceptions

Issued Items Activity

Download

Print

Type to filter

Decision	Return Reason	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	Open All
Pay		19842024	0	\$65.00	\$0.00	07/23/2025			Duplicate item	Details
Pay		19842024	0	\$7.50	\$0.00	07/23/2025			Duplicate item	Details
Pay		19842024	0	\$27.25	\$0.00	07/23/2025			Duplicate item	Details
Pay		19842024	0	\$75.00	\$0.00	07/23/2025			Duplicate item	Details
Pay		19842024	0	\$15.00	\$0.00	07/23/2025			Duplicate item	Details
Pay		19842024	0	\$0.10	\$0.00	07/23/2025			Duplicate item	Details
Pay		19842024	0	\$1.00	\$0.00	07/23/2025			Duplicate item	Details
Pay		19842024	0	\$65.00	\$0.00	07/24/2025			Duplicate item	Details
Pay		19842024	0	\$75.00	\$0.00	07/24/2025			Duplicate item	Details
Pay		19842024	0	\$0.50	\$0.00	07/23/2025			Duplicate item	Details

Viewing 1 to 10 of 123 items

First

Previous

1

2

3

4

5

Next

Last

10

ACH Exceptions

Working with ACH Exceptions

1. Go to Payments > Positive Pay > ACH Exceptions.

Search ACH Exceptions

ACH Exceptions

ACH Exceptions - Decision Activity

ACH Exceptions - Filter Rules

Download

Print

Type to filter

Pay All	Return All	Account	ACH Company	Amount	Posted Date	Type	SEC Code	Description	
☐	☐	Expense 2020	SMAC INC	\$250.00	05/05/2025	ACH Debit	PPD	ACH BATCH SMAC INC PPD 19841984 999988961000001 19841984	Create Filter Rule
☐	☐	Expense 2020	SMAC INC	\$250.00	05/05/2025	ACH Debit	PPD	ACH BATCH SMAC INC PPD 19841984 999988961000001 19841984	Create Filter Rule
☐	☐	Expense 2020	SMAC INC	\$250.00	05/05/2025	ACH Debit	PPD	ACH BATCH SMAC INC PPD 19841984 999988961000001 19841984	Create Filter Rule
☐	☐	Expense 2020	SMAC INC	\$250.00	05/05/2025	ACH Debit	PPD	ACH BATCH SMAC INC PPD 19841984 999988961000001 19841984	Create Filter Rule
☐	☐	Expense 2020	SMAC INC	\$250.00	05/05/2025	ACH Debit	PPD	ACH BATCH SMAC INC PPD 19841984 999988961000001 19841984	Create Filter Rule
☐	☐	Expense 2020	SMAC INC	\$250.00	05/05/2025	ACH Debit	PPD	ACH BATCH SMAC INC PPD 19841984 999988961000001 19841984	Create Filter Rule
☐	☐	Expense 2020	SMAC INC	\$200.00	05/05/2025	ACH Debit	PPD	ACH BATCH SMAC INC PPD 19841984 999988961000003 19841984	Create Filter Rule
☐	☐	Expense 2020	SMAC INC	\$150.00	05/05/2025	ACH Debit	PPD	ACH BATCH SMAC INC PPD 19841984 999988961000004 19841984	Create Filter Rule
☐	☐	Expense 2020	SMAC INC	\$150.00	05/05/2025	ACH Debit	PPD	ACH BATCH SMAC INC PPD 19841984 999988961000004 19841984	Create Filter Rule

Viewing 1 to 10 of 68 items

First

Previous

1

2

3

4

5

Next

Last

10

Review

Reset

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2. Change the *Pay* or *Return* options, as needed for each exception item.
Or, you can select the column name for all exceptions to be marked the same way. (For example, if the Pay column is selected, all exceptions are marked as Pay.)
3. Select **Review** to ensure that the changes from the Prior Decision to New Decision are accurate.
4. Select **Save**.

ACH Exceptions – Decision Activity

This page details what decision was recorded for each exception item.

ACH Exceptions – Filter Rules

Use this page to create new ACH filters or manage existing ones

Create ACH Filter Rule

1. Go to **Payments > Positive Pay > ACH Exceptions- Filter Rules**.
2. Select **Create New Filter**.

ACH Filter Rule Settings

Select an account to load its filter settings ⓘ

Account Filter Settings

* indicates Required field

Account *

Filter Rule Name *

Company ID *

Transaction Type *

☐ Credit Allowed
 ☐ Debit Allowed

Amount

Amount Range

Specific Amount

to

SEC Code

ACH Company Name ⓘ

Expiration Date

Review

ACH Filter Rules

3. Select the **Account** to apply the filter to.
4. Enter a name for the filter.
5. Enter the *Company ID* from the ACH transaction. This must match exactly.
6. Select the **Transaction Type**.
7. Enter a *Specific Amount* or *Amount Range* which is optional.
8. Enter the *SEC Code* which is optional.
9. Enter an *Expiration Date* which is optional.
10. Click **Review**.
11. Confirm the details and click **Save Filter Rule**.

Work with ACH Filter Rules

1. Go to **Payments > Positive Pay > ACH Exceptions- Filter Rules**.
2. Select **Actions** next to the filter you want to work with.
3. Select an option:
 - Edit - Modifies the details of the filter.

- Clone Criteria - Applies the same filter to another account.
- Delete - Removes the filter from use.

Issued Items

Create Issued Items

Follow the steps outlined in this topic to create issued checks for selected accounts.

1. Go to Payments > Positive Pay > Create Issued Items
2. On the Manage Issued Items tab, select **Manual Entry**.

3. Select **Check** or **Void** from the Type drop-down box.
4. Enter the *Account Number* or select the **Search icon** to choose from a list of accounts.
5. Enter the *Check Number*, *Date Issued*, *Check Amount* and *Payee Name*.
6. Select **+ Add Row** and complete the item details if necessary.
7. Select **Review**.
8. Review the information entered to ensure that it is accurate.
9. Select **Confirm**.

Uploading Issued Items

Use the *Create Issued Items* option to upload issued items. Please see the *Check Upload Formats* section for instructions on how to create an upload format.

1. Go to Payments > Positive Pay > Create Issued Items
2. Select **Upload File**.
3. Select the format of the file that you are uploading from the *Saved Format* drop-down list.
4. Enter the account number for the *Account* field. If you've included the account in your upload file format, this field will be greyed out.
5. Choose **Select A File**, browse to and select the file to upload, and then select **Open**.
6. Select **Upload**.
7. Review the information entered to ensure that it is accurate.
Select **+ Add Row** to add an issued item. You can also select the **delete** icon to remove an issued item.

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Message Center

Notifications

Cut-Off Times

Last Login: 05/07/2026, 04:32 PM, EST

Hi, testuser2 (BUSINESS TEST INC)

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create Issued Items

1. Upload Issued Items File 2. **Manage Issued Items** 3. Review 4. Confirmation

Type to filter

Total Checks: 8
Total Amount: [\\$324,835.00](#)

Increment Check Numbers ☒

Type	Account Number (Type)	Check Number	Date Issued	Check Amount	Payee	
Check	xxx0559 (Checking)	1251	Specific Date 05/24/2026	\$25,000.0	Barry	
Check	xxx0559 (Checking)	1252	Specific Date 05/25/2026	\$30,100.0	Sharon	
Check	xxx0559 (Checking)	1253	Specific Date 05/26/2026	\$87,400.0	Beau	
Check	xxx0559 (Checking)	1254	Specific Date 05/27/2026	\$67,400.0	Sue	
Check	xxx0559 (Checking)	1255	Specific Date 05/28/2026	\$1,000.00	Kerry	
Check	xxx0559 (Checking)	1256	Specific Date 05/29/2026	\$2,398.00	Richard	
Check	xxx0559 (Checking)	1257	Specific Date 05/30/2026	\$87,690.0	Ashley	
Check	xxx0559 (Checking)	1258	Specific Date 05/31/2026	\$23,847.0	Sandy	

Viewing 8 items

Review Undo Changes Cancel

- Select **Review**.
- Select **Confirm**.

Issued Items Activity

This page details the check items that were manually added or uploaded via file.

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Message Center

Notifications

Cut-Off Times

Last Login: 05/07/2026, 05:41 PM, EST

Hi, testuser2 (BUSINESS TEST INC)

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Issued Items File Activity

Issued Items Activity | Check Exceptions | Check Exceptions - Decision Activity

Create Issued Items Download Print

Type to filter

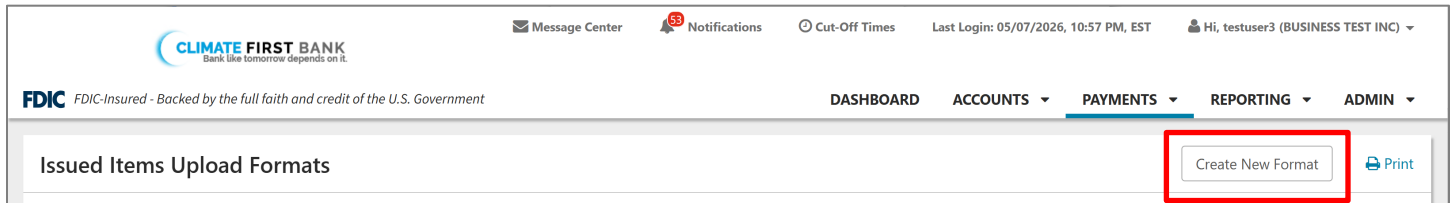
File Name	File Size	Source	Received Date	Processed By	Processed Date	Total Issues	Total Voids	Total Items	Actions
PositivePayUpload_test.csv	247 B	Test User Two	05/07/2026	Test User Two	05/07/2026	(8) \$324,835.00	(0) \$0.00	(8) \$324,835.00	View File
PositivePayUpload_test.csv	247 B	Test User Two	05/07/2026	Test User Two	05/07/2026	(8) \$324,835.00	(0) \$0.00	(8) \$324,835.00	View File

Viewing 2 items

Check Upload Formats

Creating a Check Upload Format

1. Go to Payments > Positive Pay > Check Upload Formats.
2. Select **Create New Format**.



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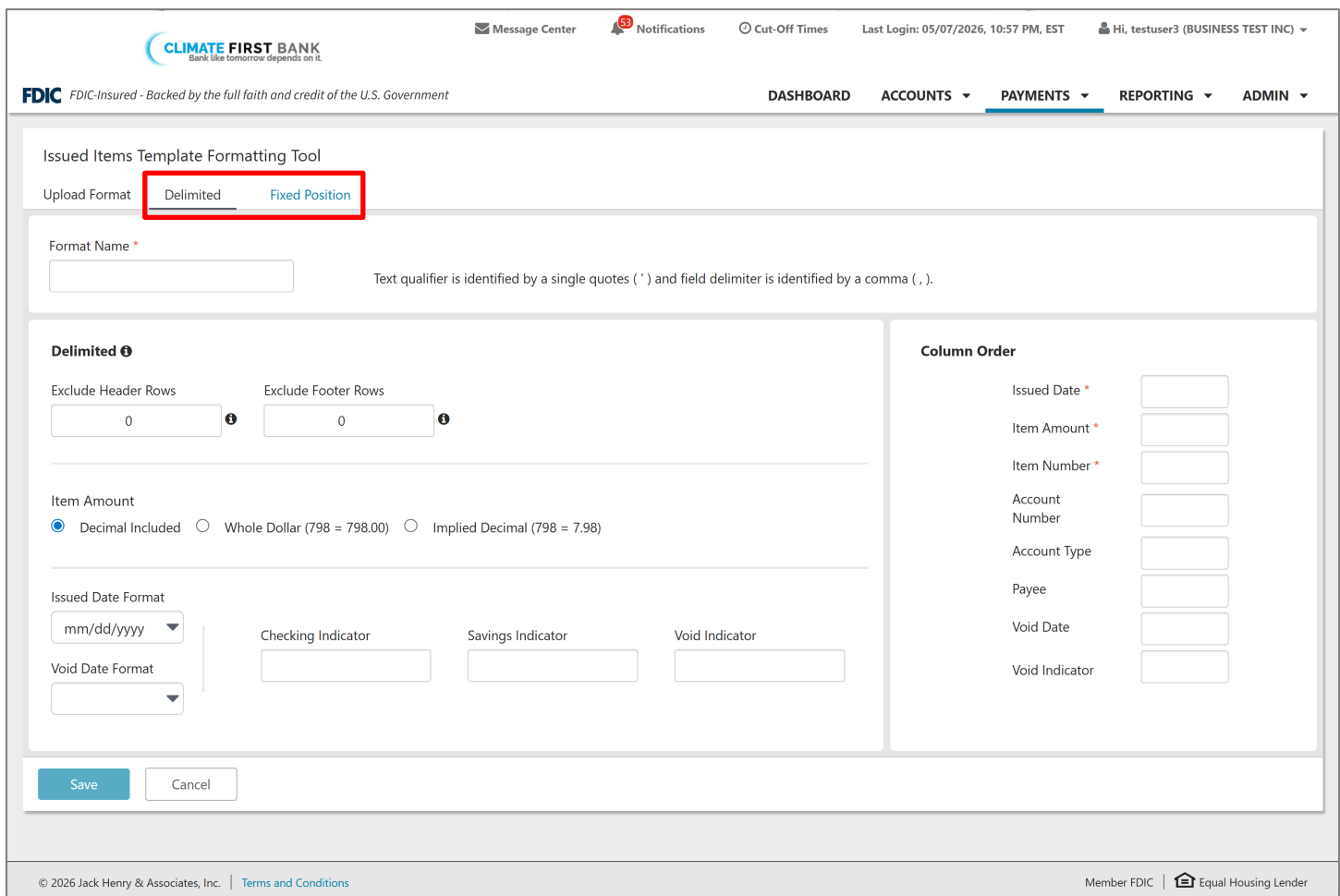
FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Message Center Notifications Cut-Off Times Last Login: 05/07/2026, 10:57 PM, EST Hi, testuser3 (BUSINESS TEST INC) ▾

DASHBOARD ACCOUNTS ▾ PAYMENTS ▾ REPORTING ▾ ADMIN ▾

Issued Items Upload Formats

Create New Format Print



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Message Center Notifications Cut-Off Times Last Login: 05/07/2026, 10:57 PM, EST Hi, testuser3 (BUSINESS TEST INC) ▾

DASHBOARD ACCOUNTS ▾ PAYMENTS ▾ REPORTING ▾ ADMIN ▾

Issued Items Template Formatting Tool

Upload Format Delimited Fixed Position

Format Name *
Text qualifier is identified by a single quotes (') and field delimiter is identified by a comma (,).

Delimited ⓘ

Exclude Header Rows 0 ⓘ Exclude Footer Rows 0 ⓘ

Item Amount
☒ Decimal Included
 ☐ Whole Dollar (798 = 798.00)
 ☐ Implied Decimal (798 = 7.98)

Issued Date Format
mm/dd/yyyy

Void Date Format

Checking Indicator Savings Indicator Void Indicator

Column Order

Issued Date *
Item Amount *
Item Number *
Account Number
Account Type
Payee
Void Date
Void Indicator

Save Cancel

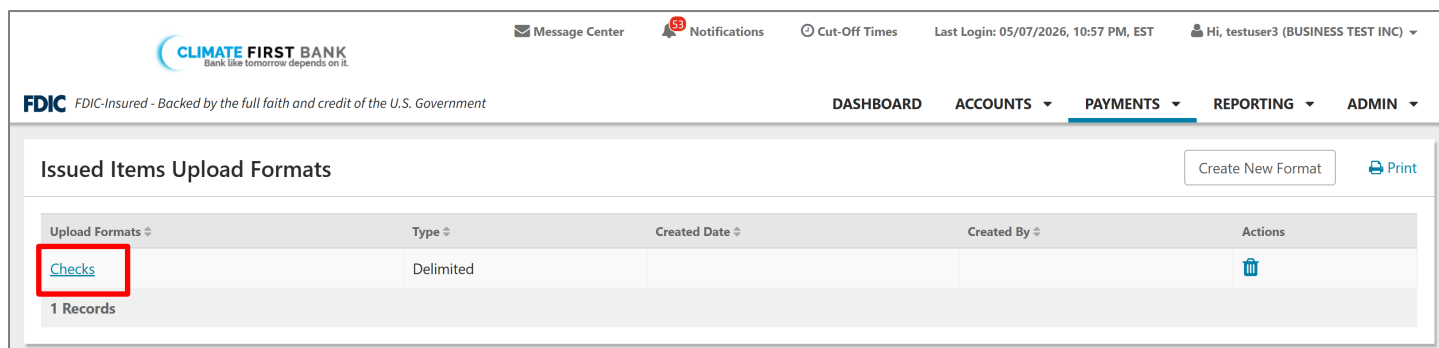
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3. Select **Delimited** or **Fixed Position** for the *Upload Format*.
If **Fixed Position** is selected, the values entered in the following steps must be greater than 0, the values entered cannot match, and the ending value must be greater than the beginning value.
4. Enter a *Format Name*.
5. Enter the number of header and footer rows to exclude.
6. Select *Decimal Included*, *Whole Dollar*, or *Implied Decimal* from the **Item Amount** options.
7. Select an *Issued Date Format* from the drop-down list.
8. Select a *Void Date Format* from the drop-down list.

9. Enter the *Checking Indicator*, *Savings Indicator*, and the *Void Indicator*. These fields are case sensitive.
10. Complete the remaining fields, determined by whether you selected Delimited or Fixed Position:
 - Column Order (Delimited)
 - Positioning (Fixed Position)
11. Select **Save**.

Editing the Positive Pay Upload Format

1. Go to Payments > Positive Pay > Check Upload Formats.
2. Select the Template Name link of the format to modify.



The screenshot shows the Climate First Bank Treasury Management interface. At the top, there's a navigation bar with the bank's logo, a message center, notifications, cut-off times, last login, and user information. Below this is a secondary navigation bar with links to Dashboard, Accounts, Payments, Reporting, and Admin. The main content area is titled 'Issued Items Upload Formats' and includes a 'Create New Format' button and a 'Print' icon. A table lists the upload formats, with columns for 'Upload Formats', 'Type', 'Created Date', 'Created By', and 'Actions'. The first row shows 'Checks' as the format name, 'Delimited' as the type, and a trash icon in the actions column. A red box highlights the 'Checks' link in the first column. Below the table, it indicates '1 Records'.

Upload Formats	Type	Created Date	Created By	Actions
Checks	Delimited			

1 Records

3. Select **Delimited** or **Fixed Position** for the Upload Format.
 - If you select Delimited, indicate the order of the columns in your file.
 - If you select Fixed Position, indicate the starting and ending positions of the columns in your file.

PLEASE NOTE: If Fixed Position is selected, the values entered must be greater than 0, the values entered cannot match, and the ending value must be greater than the beginning value.
4. Change the available fields, as needed.
5. Select **Save**.

Stop Payment

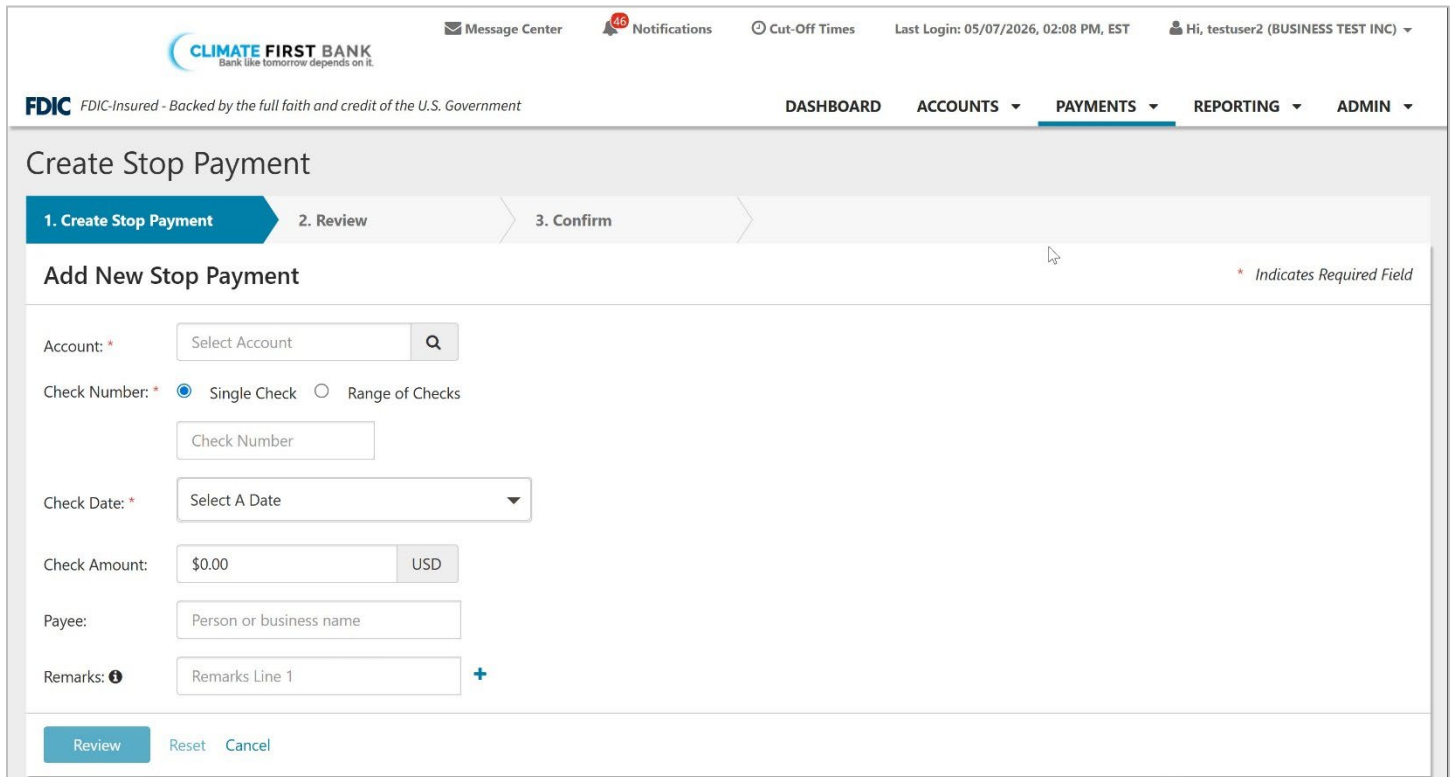
Within Payments > Stop Payment, you can view and create stop payments.

PLEASE NOTE: There may be a charge assessed with processing a stop payment. Review your fee schedule for details.

Creating a Stop Payment

Follow the steps outlined in this topic to create stop payments.

1. Go to Payments > Stop Payment > Create Stop Payments.



The screenshot shows the 'Create Stop Payment' interface. At the top, there's a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS' (selected), 'REPORTING', and 'ADMIN'. Below this is a breadcrumb trail: 'Create Stop Payment' > '1. Create Stop Payment' > '2. Review' > '3. Confirm'. The main form is titled 'Add New Stop Payment' and includes a legend: '* Indicates Required Field'. The form fields are: 'Account: *' (a dropdown menu with a search icon), 'Check Number: *' (radio buttons for 'Single Check' and 'Range of Checks', followed by a 'Check Number' text box), 'Check Date: *' (a date selector dropdown), 'Check Amount:' (a text box with '\$0.00' and a 'USD' currency selector), 'Payee:' (a text box with 'Person or business name'), and 'Remarks: ①' (a text box with 'Remarks Line 1' and a '+' icon to add more lines). At the bottom, there are three buttons: 'Review' (highlighted in blue), 'Reset', and 'Cancel'.

2. Enter the account number, or select the search icon to find the account number.
3. Select *Single Check* or *Range of Checks*, and then enter the check information in the text boxes available.
4. Enter the *Payee*, if applicable.
5. Enter *Remarks* about the stop payment. There can be up to four remarks made per stop payment.
6. Select **Review**.
7. Select **Confirm**.

Stop Payment Activity

Use *Stop Payment Activity* to search active stop requests, filter the stop payments, view the details about stop payments, and approve, reject, or cancel stop payments.

All stop payments are listed in order of check date, with pending approvals shown at the top.

Receivables

Use this feature to scan in checks to be deposited. Contact the bank to enroll. You must complete a scanner install prior to use.

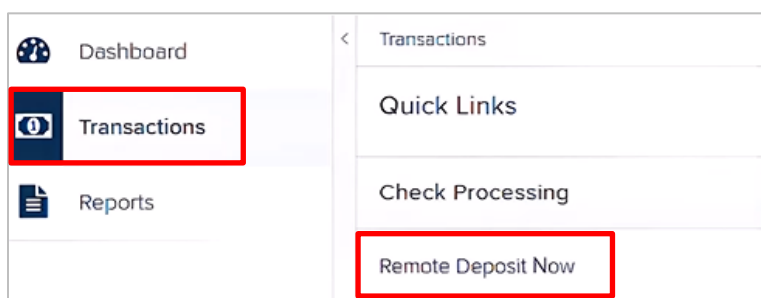
Install a scanner

1. Go to **Receivables** > **Remote Deposit Capture** and click **Launch**.
2. Click **Transactions**.
3. Click **Create New Deposit**. The Install wizard appears.
4. Follow the steps to install your scanner.

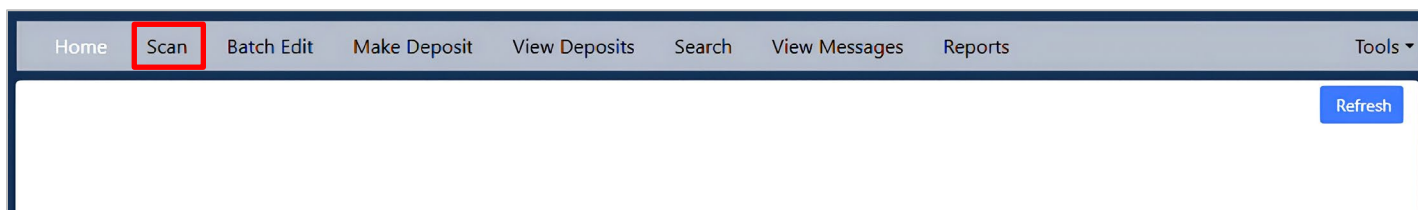
Create a Deposit – Remote Deposit Now

Select **Remote Deposit Now** under **Receivables** on the Dashboard navigation pane.

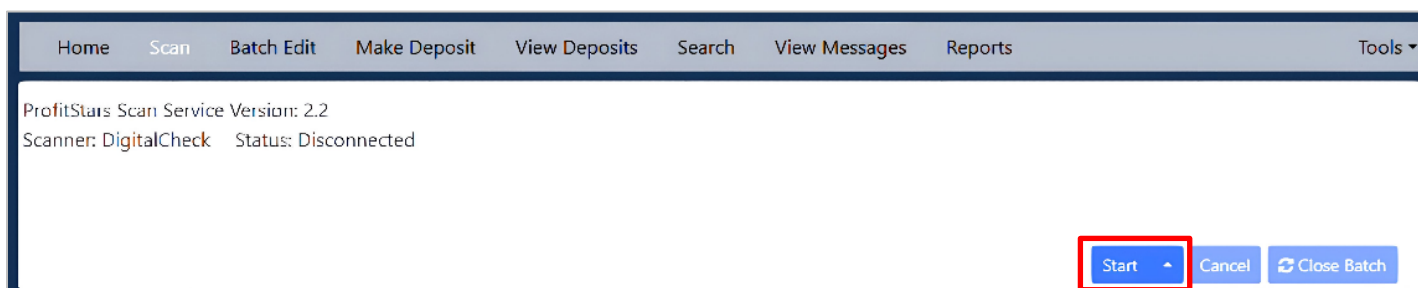
Select **Transactions** and click **Remote Deposit Now**.



Click **Scan**.



Click **Start** and enter the total dollar amount of the check(s) to be scanned.



Enter the total dollar amount of the checks to be scanned and click **OK**.

New Batch

Expected Batch Total:

Cancel

Start scanning your check(s). The details will appear on the screen. Click **Stop** once all checks have been scanned. Click **Close Batch**.

Home
Scan
Batch Edit
Make Deposit
View Deposits
Search
View Messages
Reports
Tools

ProfitStars Scan Service Version: 2.2
Scanner: DigitalCheck Status: Scanning
12/11/2025 02:21 PM Batch Number 29 - JH Marketing

Sequence	Codeline	Item
1	:111903245: 41092768<	Check Image
2	<23453< :122037760: 123456<	Check Image

Click **Batch Edit** and review the details for any errors. If errors do exist, click the item and modify details as needed. Click **Save**.

Home
Scan
Batch Edit
Make Deposit
View Deposits
Search
View Messages
Reports
Tools

12/11/2025 02:21 PM Batch Number 29 - JH Marketing
Expected Total: 140.00 Actual Total: 140.00 All items needing editing have been completed

Front Back

Home
Scan
Batch Edit
Make Deposit
View Deposits
Search
View Messages
Reports
Tools

12/11/2025 02:30 PM Batch Number 30 - JH Marketing
Expected Total: 95.00 Actual Total: 15.00

Front Back

Seq	Codeline	Amount
1	:111906857: 101808/	0.00
2	/33386764/ :011000112:000005089012345678/	15.00

Click **Make Deposit**. Select the batch and choose the account to deposit it to. Click **Make Deposit** and a confirmation message will appear. Click **OK**.

[Home](#)
[Scan](#)
[Batch Edit](#)
[Make Deposit](#)
[View Deposits](#)
[Search](#)
[View Messages](#)
[Reports](#)
[Tools](#)

Your Bank's Current Time:
Thursday, December 11, 2025 at 2:24:17 PM - CST

☐ Batches Available for Deposit

2025-12-11T14:21:11 - 29

Total Amount: 140.00

Item Count: 2

Scanned By: JH Marketing

[View Items](#)

Accounts

JEAN TEST ACCOUNT XXX345

Unallocated Total: 140.00

Deposit Total: 140.00

Make Deposit

View Deposits

This option allows deposits to be viewed by batch within the selected timeframe.

[Home](#)
[Scan](#)
[Batch Edit](#)
[Make Deposit](#)
[View Deposits](#)
[Search](#)
[View Messages](#)
[Reports](#)
[Tools](#)

Start Date: 12/11/2025

End Date: 12/11/2025

Print

Deposits

12/11/2025 02:24 pm - CST

Total Amount: 140.00

Item Count: 2

Deposit Receipt# 33405270

Account Allocation

JEAN TEST ACCOUNT XXX345

140.00

Front

Back

Batch No	Seq	Routing	Acct No	Check No	Amount	Cust. No	Inv. No
29	1	111903245	41092768		110.00		
29	2	122037760	123456	23453	30.00		

Search Deposits

This allows you to search for an item based on the criteria entered.

Home Scan Batch Edit Make Deposit View Deposits **Search** View Messages Reports Tools ▾

Start Date: 12/11/2025
Stop Date: 12/11/2025
Batch Number:
Check Number: to
Routing Number:
Check Acct Number:
Amount: 110.00
Customer Account No:
Invoice No:

Reset Print Search

Front Back

DEMO TEST CHECK
9/1/2008
PAY TO THE ORDER OF DEMO TEST CHECK \$**110.00**
One Hundred Ten Dollars And Zero Cents
DOLLARS
/XXXXXXXXXXXXXXXXXXXX/
MEMO DEMO CHECK NO SIGNATURE REQUIRED
111903245 41092768

Seq	Batch No	Check No	Amount	Cust Acct No	Invoice No	Deposit Date	Deposit
1	29		110.00			2025-12-11	3340527

Deposit Reports

View your deposit reports based on the criteria you select.

Home Scan Batch Edit Make Deposit View Deposits Search View Messages **Reports** Tools ▾

Report Name: Deposit Report With Images
Start Date: 12/11/2025
Stop Date: 12/11/2025
Account Group: Accounts
Account Number: JEAN TEST ACCOUNT XXX345
Submit

Export 100 Page 1 of 1

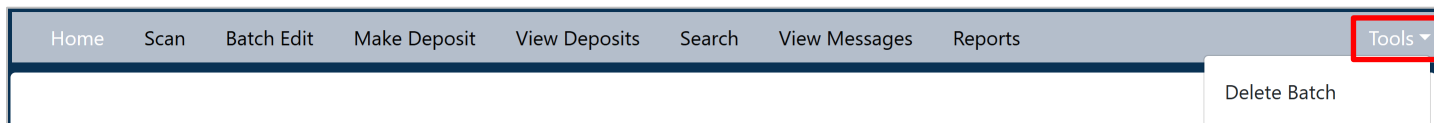
Deposit Report
12/11/2025 to 12/11/2025
Date: 12/11/2025 2:24:21 PM (CST) Confirmation Code: 33405270 Item Count: 2 Amount: 140.00 Contact: JH Marketing

Check No	Cust Acct No	Invoice No	Routing	Chk Acct No	Amount
111903245	41092768				110.00
23453	122037760	123456			30.00

Delete a Deposit Batch

Use this to delete a deposit batch that is no longer needed or scanned in error. This is only available if the batch has not been submitted.

Select **Tools** and click **Delete Batch**.



Select the batch(es) to delete and click **Delete Selected**.

Reporting

Use this feature to run, delete, print, and download various types of reports.

- Current Day Balance
- Current Day Transaction
- Date Range Balance
- Date Range Transaction
- EDI
- Prior Day Balance
- Prior Day Transaction

To add a report to the Favorite Reports view, select **Favorite** within the report name box. To remove the report from the *Favorite Reports view*, select **Favorite** again and the report is removed.

Electronic Documents

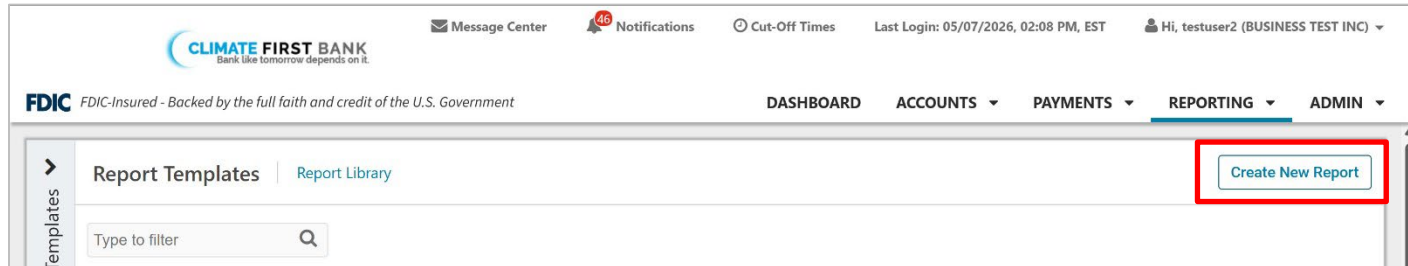
Electronic Documents allow you to view and manage statements and other documents.

Account Reconciliation

Account Reconciliation Reporting allows users with the appropriate entitlements to request reports by account and by activity period including specific date, date range, previous week, previous month, previous year, week-to-date, month-to-date, and year-to-date.

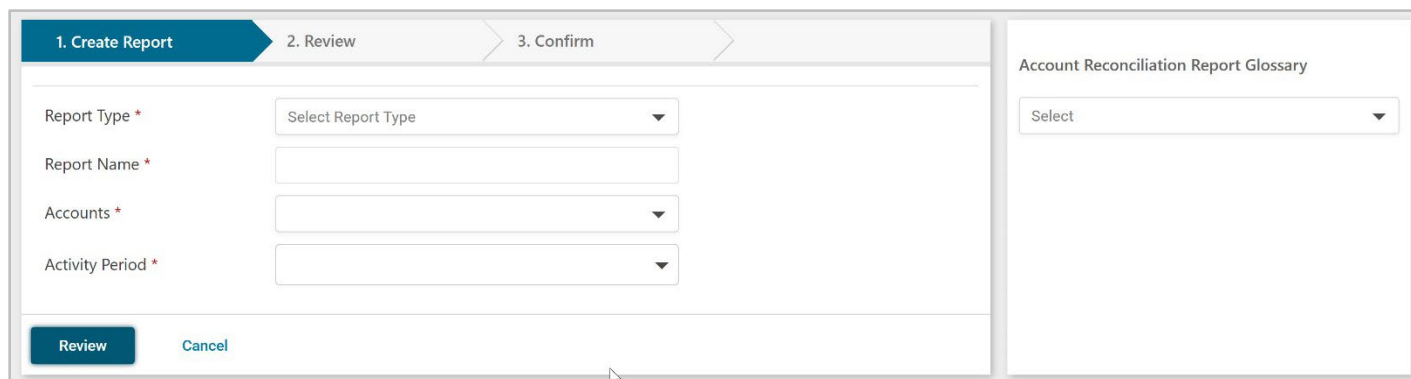
Creating a Report

1. Go to Reporting> Account Reconciliation.
2. Select **Create New Report**.



The screenshot shows the Climate First Bank web interface. At the top, there's a navigation bar with links for Message Center, Notifications (46), Cut-Off Times, Last Login: 05/07/2026, 02:08 PM, EST, and a user profile for Hi, testuser2 (BUSINESS TEST INC). Below this is a secondary navigation bar with tabs for DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING (selected), and ADMIN. Under the REPORTING tab, there are two sub-tabs: Report Templates and Report Library. A red box highlights the 'Create New Report' button in the top right corner of the Report Templates section. Below the sub-tabs is a search bar labeled 'Type to filter'.

3. Complete the required fields and click **Review**.



The screenshot shows the '1. Create Report' step of the Account Reconciliation Report creation process. The form has a progress bar at the top with three steps: 1. Create Report (active), 2. Review, and 3. Confirm. The form contains four required fields: Report Type (dropdown menu with 'Select Report Type'), Report Name (text input), Accounts (dropdown menu), and Activity Period (dropdown menu). At the bottom left, there are two buttons: 'Review' (highlighted in blue) and 'Cancel'. On the right side of the form, there is a section titled 'Account Reconciliation Report Glossary' with a dropdown menu labeled 'Select'.

4. Select **Save and Run**. The report will appear in your library.

Running Reports

1. Go to Reporting > Information Reporting.

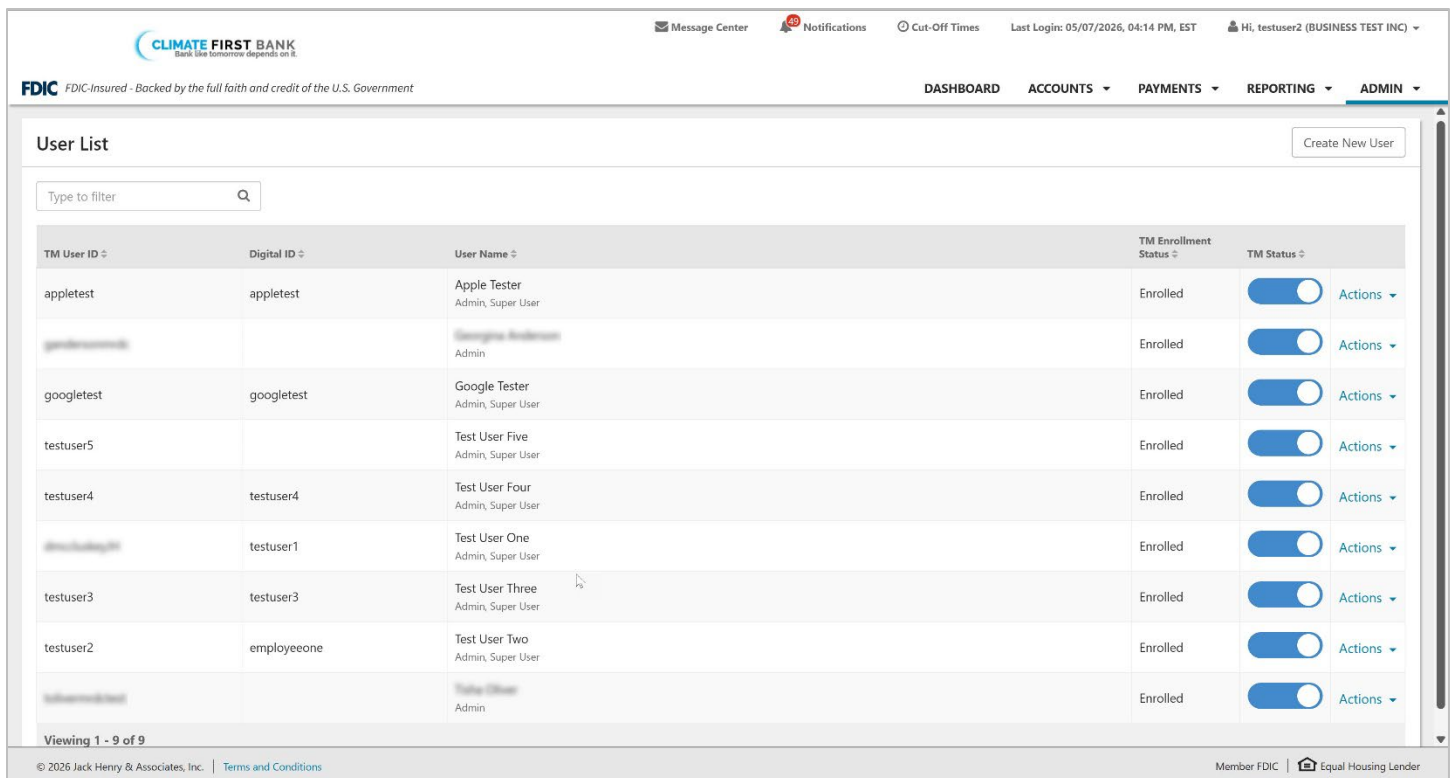
2. Select **Run Report** of the report to generate.
3. Expand the Run Reports search panel.
4. Select either Date Range, Specific Date, or # of Prior Days from the Date drop-down list, and then enter the dates using the **calendar icon**.

This field is only available for certain reports. For date-specific reports (e.g., Current Day Balance, Prior Day Balance, Current Day Transaction, and Prior Day Transaction), the Date field defaults to the correct selection and you cannot change it.

5. Select **Checking** or **Loan** from the *Account Type* drop-down list.
6. Select one or multiple account numbers, or choose Select All from the Account drop- down list.
7. Determine how you want the report sorted from the Sort By drop-down list.
8. Select **Ascending** or **Descending**.
9. Select an option from the *Payment ID* drop-down list, if necessary.
10. Select an option from the *Amount* drop-down list, if necessary.
11. Select an option from the *Payment Type* drop-down list, if necessary.
12. Select **Inbound**, **Outbound**, or Both from the *Transaction Type* drop-down list, if necessary.
13. Select **Debit**, **Credit**, or Both, if necessary.
14. Select **Run Report**.

Admin

User List



User List Create New User

Type to filter

TM User ID	Digital ID	User Name	TM Enrollment Status	TM Status	
appletest	appletest	Apple Tester Admin, Super User	Enrolled	☒	Actions
googletest	googletest	Google Tester Admin, Super User	Enrolled	☒	Actions
testuser5		Test User Five Admin, Super User	Enrolled	☒	Actions
testuser4	testuser4	Test User Four Admin, Super User	Enrolled	☒	Actions
	testuser1	Test User One Admin, Super User	Enrolled	☒	Actions
testuser3	testuser3	Test User Three Admin, Super User	Enrolled	☒	Actions
testuser2	employeeone	Test User Two Admin, Super User	Enrolled	☒	Actions
		Admin	Enrolled	☒	Actions

Viewing 1 - 9 of 9

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Enrollment Status options are as follows:

- **New** - The user has been created but not yet submitted for approval.
- **Pending Approval** - The user was created and submitted for approval but is not yet approved.
- **FI Pending Approval** - The user was created and submitted for approval but the user has not yet been approved.
- **Enrolled** - This user can log on to the application and conduct business if the Active / Inactive toggle is set to Active.

- *Not Enrolled* - The user was created, but the entitlement process may not be complete, or the creator is not yet ready to allow this new user to log on. This user could be a new user that has not yet started their position.
- *Active* - The user was created, approved, enrolled, and set to Active. This user can log on and conduct any business they are entitled to do.
- *Inactive* - The user may be created, approved, and enrolled, but Inactive status prohibits the user from logging on.
- *Edited* - The user's account access or entitlements were modified but not submitted.
- *Super Users* - Super users have access to all accounts and product feature permissions enabled for the company, including accounts and product features enabled in the future.
- *Admin* - Admins can add, edit, delete, and approve company users.

Actions Drop-Down Menu

The following options are available from the Actions drop-down menu on the Account Lists page:

- *View User* – Review the user's permissions, limits, and profile information.
- *Send Reset Password Link* - Email the user a link to complete a password reset
- *Edit User* – Manage a user's permissions, limits, and delete if necessary.
- *Copy User* - You can copy an existing user to make a new user with the same access, entitlements, and limits.

Viewing User Information

1. Go to Admin > User List.
2. Select **View User** from the Actions drop-down list beside the appropriate user.
3. Scroll through the User Information, Account Access, and Entitlements options to view specific information.

Select **Show Unsubmitted Edits** to view any changes that have been made but not yet saved. You can Submit those changes or Discard All Edits, if appropriate. You may also select **Edit** to modify the user information as needed.

Resetting Passwords

1. Go to Admin > User List.
2. Select **Reset Password** from the *Actions* drop-down list beside the appropriate user.
3. Select **Auto Generate Password** or **Manually Set Password**.
4. Enter a Temporary Password if Manually Set Password is selected.
5. Select **Send Password**.

Copying a User

1. Go to Admin > User List.
2. Select **Copy User** from the *Actions* drop-down list beside the appropriate user.
3. Complete the following fields for the new user.
4. Select whether the new user is a *Super User*, *Admin*, or both.

Super User

A super user has access to all accounts and product feature permissions that are enabled for the company. This access includes accounts and product features enabled in the future.

Admin

An admin can add, edit, delete, and approve company users.

PLEASE NOTE: By default, the new user has the same permissions as the copy-from user.

5. Select **Save Changes**.
6. On the following fields, adjust the new user's access as needed:
 - Account Access
 - IP Access
 - Time Access
 - Entitlements
 - User Limits

PLEASE NOTE: By default, the new user has the same access and entitlements as the copy-from user.
7. Select **Submit** for Enrollment.

Editing User Information

Follow the steps outlined in this topic to edit information for selected users.

1. Go to Admin > User List.
2. Select **Edit User** from the *Actions* drop-down list beside the appropriate user.
3. On the *User Information* tab, change the fields as needed, and then select **Save Changes**.
4. Page through to edit a user's account access, time access, IP restriction, entitlements, and limits.

PLEASE NOTE: Select **Save** on each page before moving on.
5. Select **Save** to process the changes.

PLEASE NOTE: Depending on your institution's settings, changes may require approval from the institution or another admin.
6. Ensure that you have saved all changes throughout this page, and select **Back to User List**.

Approving or Rejecting a User

You can approve or reject pending users from the User List. This step may be required depending on your financial institution's settings.

1. Go to Admin > User List.
2. Select **Approve/Reject** from the *Actions* drop-down list beside the appropriate user.
3. Select whether to Approve or Reject the user. A comment window appears.
4. Enter any necessary comments.
5. Select **Save**.

Creating a User

Use Create New User to create a user and set their permissions. Required fields are marked with a red asterisk in Cash Management.

1. Go to Admin > Create a User.
2. Complete the fields.
3. Select whether the new user is a Super User, Admin, or both.

Super User

A super user has access to all accounts and product feature permissions that are enabled for the company. This access includes accounts and product features enabled in the future.

Admin

An admin can add, edit, delete, and approve company users.

4. Select **Save Changes**.

Continue to enter information by navigating the tabs in the sidebar.
5. Page through to edit the user's account access, time access, IP restriction, entitlements, and limits.

TIP: Select **Toggle Row** to select all the check boxes that appear in that row. If the user must have access to all items listed in a certain column, select the check box immediately beneath the column name.

6. On the User Limits tabs, enter the Product Daily Limit, Daily Initiation Limit/Total Daily Limit, and Approval Limit, and then select **Save Changes**.
7. After completing all tabs, select **Submit for Enrollment**.

Entitlement Field Definitions

Reference the following field definitions when working with entitlements.

Product Daily Limit
The product daily limit.

Daily Initiation Limit
The daily limit on initiations.

Approval Limit
The approval limit.

Transaction Limit
The transaction limit.

Daily Limit
The daily limit.

Restricted Batch
Select Restricted Batch, if appropriate. If enabled, the user can restrict batch payments and batch approvals from the view of other users.

Create ACH Template
If selected, the user can create an ACH template.

Full Edit ACH Template
If selected, the user can edit information within a template.

Partial Edit ACH Template
If selected, the user can only edit amounts, prenote and hold selections, and addenda information.

Delete ACH Template
If selected, the user can delete an ACH template.

Approve ACH Template
If selected, the user can approve the creation of a template.

Create ACH Payment
If selected, the user can create and initiate a one-time, future-dated, or recurring ACH payment.

Full Edit ACH Payment
If selected, the user can edit scheduled and recurring payments.

Delete ACH Payment

If selected, the user can cancel or uninitiate a payment.

Approve ACH Payment

If selected, the user can approve an ACH payment.

Partial Edit ACH Payment

If selected, the user can only edit amounts, prenote and hold selections, and addenda information.

File Upload Edit

If selected, the user can clear a batch within a multi-batch ACH upload file during the initiation process.

Upload/Create ARP Files

If selected, users can import an issued items file in fixed position or delimited file layout.

Download ARP Files

If selected, users can export their exceptions into CSV or PDF format.

Work ARP Exceptions

If selected, users can choose to pay or return check exceptions.

Work ACH Exceptions

If selected, users can choose to pay or return ACH exceptions.

CDR Balance

The user can work with the CDR Balance.

PDR Balance

The user can manage the PDR balance.

Date Range Balance

The user can work with the date range balance.

CDR Transaction

The user can work with CDR transactions.

PDR Transaction

The user can work with PDR transactions.

Date Range Transaction

The user can work with date range transactions.

EDI Report

EDI Reporting requires an additional contract.

Create Internal Transfer/Loan Payment

The user can create internal transfers/loan payments.

Edit Internal Transfer/Loan Payment

The user can edit internal transfers/loan payments.

Delete Internal Transfer/Loan Payment

If selected, users can cancel or cancel series.

Approve Transfer/Loan Payment

The user can approve transfers/loan payments.

Add Stop Payment

The user can add stop payments.

Approve Stop Payment

The user can approve stop payments.

Cancel Stop Payment

The user can cancel stop payments.

Create Creditor

The user can create creditors.

Edit Creditor

The user can edit creditors.

Approve Creditor

The user can approve creditors.

Delete Creditor

The user can delete creditors.

Create Domestic Wire Payment

The user can create domestic wire payments.

Edit Domestic Wire Payment

The user can edit domestic wire payments.

Delete Domestic Wire Payment

The user can delete domestic wire payments.

Approve Domestic Wire Payment

The user can approve domestic wire payments.

Create Internal Template

The user can create templates.

Edit Internal Template

The user can edit templates.

Approve Internal Template

The user can approve templates.

Delete Internal Template

The user can delete templates.

Create DLI Wire Payment

The user can create DLI wire payments.

Approve DLI Wire Payment

The user can approve DLI wire payments.

Electronic Documents

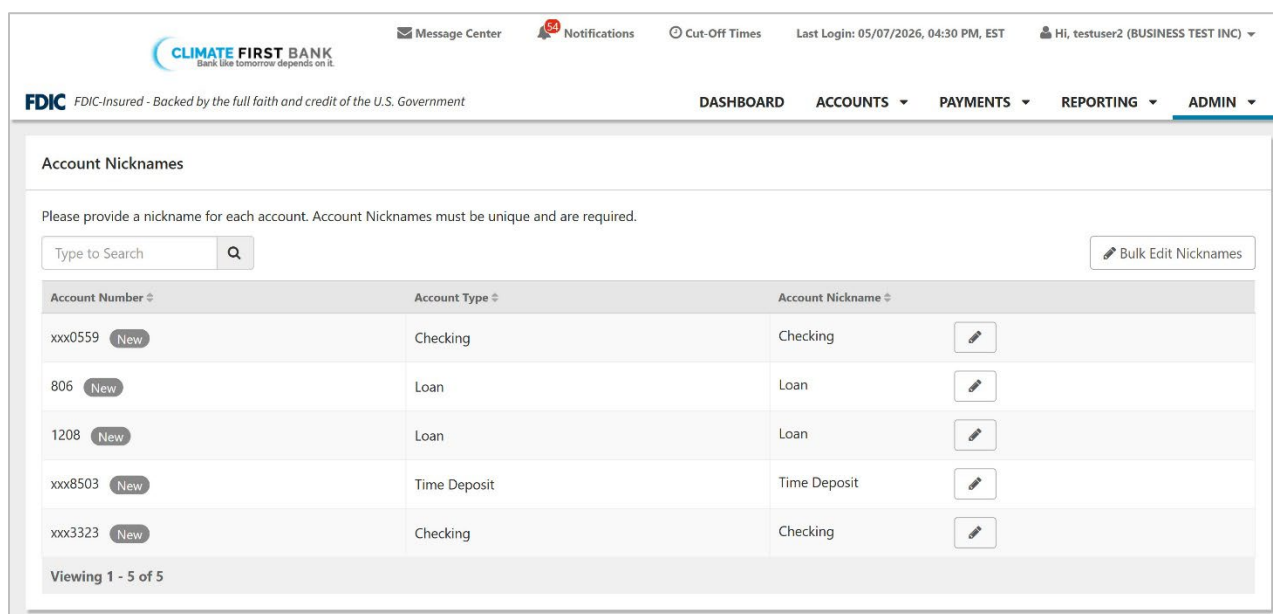
The user can work with electronic documents.

Bill Pay

The user can work with bill pay.

Editing Account Nicknames

1. Go to Admin > Account Nicknames.
2. Select a situation and follow the corresponding steps.



Situation	Steps
Editing a single account nickname	1. Select the Edit icon beside the appropriate account. 2. Enter the <i>Account Nickname</i> in the available text box. 3. Select the checkmark to save.
Editing all account nicknames	1. Select Bulk Edit Nicknames. 2. Enter all the Account Nicknames needed. 3. Select Save.