QUICK START GUIDE
ACH ORIGINATION

Welcome to Renasant Bank Enhanced Business Internet Banking (EBIB). This document will display and explain the features of EBIB's ACH function.

*NOTE: This guide displays all EBIB features, but Users can see and use only the features assigned to them by their Administrator.

Before illustrating the EBIB ACH function, here is general information surrounding ACH:

- ACH transactions are electronic payments that flow through an Automated Clearing House.
- There are several operators who act in the role of an ACH. Renasant Bank uses the Federal Reserve Bank for this role.
- In an ACH transaction, your organization is known as the Originator, and the entity you are paying money to or collecting money from is known as the Receiver.

| Originator (You) | → | **RENASANT** BANK — ORIGINATING BANK | → | Automated Clearing House | → | RECEIVING BANK | → | Receiver |

- ACH transactions are typically organized in batches. For example, if you are distributing payroll, you would put transactions for all employees in one batch. The ACH Operator divides them out to multiple Receiving Banks.
- ACH transactions are described using a Standard Entry Class (SEC) defined by the National Automated Clearing House Association (NACHA).
    - The most commonly used SECs are Prearranged Payment and Deposit (PPD) and Corporate Credit or Debit (CCD).
    - You will see references to these transaction codes and others when you use EBIB.
    - PPD means the Receiver is a person. CCD means the Receiver is not a person, such as a business entity.
- In online banking systems such as EBIB, you can name a batch, so it can be saved for use in the future. A saved batch is referred to as a template. You can save multiple templates for multiple purposes by giving each one a unique name.
- By regulation, all Originators must follow the operating rules and guidelines of NACHA. We highly recommend that your organization obtain and become familiar with these rules. They can be purchased in printed or electronic form from NACHA though its website, **www.NACHA.org**.
- ACH transactions directed to personal accounts require pre-authorization of the Receiver. The NACHA rules contain sample authorization forms you can adopt for this purpose.
    - While authorization forms for PPD transactions can be very basic and simple, be aware that authorizations for other types of transactions, such as for purchases made over the phone or internet, must contain additional NACHA-required information.
- As an ACH Originator, you might receive returned transactions or corrective Notices of Change from the Receiving Bank. These can be caused by factors such as erroneous account numbers or closed accounts.
    - It is very important to attend to returned items and change notices to ensure your transactions are completed as you intend.

Using EBIB to originate ACH transactions

The ACH function is accessed from the EBIB **Welcome** page under the **Money Movement** tab.

1. Select **ACH** from the **Money Movement** tab

2. The first decision will be to originate ACH credits (**Make Payment**) or ACH debits (**Collect Money**).

3. Under **Make a Payment**, determine whether this is a small number of one-time payments or a batch of recurring payments.

   - For one-time payments, click **Send money without a template** to make a payment without creating a reusable batch or template.

   - For recurring transactions such as payroll, **Create a template**. When you do, it will be saved to your list of **Available Templates**.

To create an ACH template:

1. Under **Template Name**, name the template something related to the purpose.

2. Under **Request Type**, elect the payment type. Note that this field has a drop-down menu and is not free form. Since this is a payroll batch, the Receivers will be people (your employees), so select the PPD payment type.

3. Under **Company Name/ID**, select your ACH Origination ID.

4. Under **Template Description**, enter a transaction description. This will appear on the bank statements of your receivers.

5. Under **Debit Account**, elect your ACH Origination account.

6. Enter a **Maximum Transfer Amount** for any individual transaction. This is a risk control to minimize the impact of a keying error.

To add Receivers to a template:

To add receivers to a template, you will need to know the American Bankers Association Transit and Routing Code (ABA/TRC) for each Receiver's bank, and you will need to know each Receiver's bank account number.

1. Enter the Routing Number in the **ABA/TRC** field.

2. Enter the Account Number in the **Account** field.

3. Under **Account Type**, select **Checking** or **Savings** from the drop-down menu.

4. Under **Name**, enter the Receiver name. Consider preference of formatting here, such as FirstName LastName or LastName FirstName.

5. Under **Detail ID**, some Originators include additional information such as Employee ID, so it will appear on detail reports; however, this field is optional.

6. Take precaution with **Default Amounts** other than zero unless the amount truly does not change often.

7. Click the plus sign until you have added all your Receivers for the batch.

How to find the routing number and account number:

ABA/TRC	Account	Account Type	Name	Detail ID (Optional)	Default Amount (Optional)
ABA/TRC 062005690	Account 1234567	Type Checking	Name Shirley Eugest	Detail ID	Amount 0

ABA Search

Additional Information (Optional)

Template Total: $0.00

items per page: 20   1–1 of 1 |< < > >|

⊕ Add additional detail row

[Continue] (Cancel)

To make an ACH payment:

Continuing with the example of Payroll transactions:

1. Select the desired template from your list of available templates one to two days before payday. Click on the template name, and then click **Use This Template**. This will take you to the **Make ACH Payment** page, which will display the template description

2. Enter the **Effective Date**. The **Effective date** is the day the payment will post to the receivers account.

3. Enter the **Control Amount**, which is the total monetary value of all the transactions in the batch. This is an important control to help you ensure your batch is in balance.

To make an ACH payment:

4. Scroll down and enter the net payment amount for each Receiver.

5. Click **Continue** to submit the batch.

Hold	ABA/TRC	Account	Account Type	Name	Detail ID	Amount
☐	062000019	*5678	Checking	Sandy Beech		Amount $250.00 USD
Additional Information (Optional)						
☐	062005690	*4567	Checking	Shirley Eugest		Amount $250.00 USD
Additional Information (Optional)						
				Total:		$500.00
				Variance amount:		$0.00
				(Difference between Control amount and Total.)		

Continue   Cancel

> When the total dollar amount of each transaction equals the Control amount, you are in balance. The Variance amount should equal $0.00.

ACH Automation

Working within a template to make a payment or collect money is a manual task. However, there is a function on the ACH tab that provides the ability to Upload ACH Transactions using data from other systems, such as your accounting system or your payroll system.

ACH

Make Payment	Collect Money	History	Upload Transactions	File Status	Uploaded Files

Make ACH Payment / Manage Templates

Send money without a template | Complete unsubmitted requests | Create a template | Maintain file import definitions

Adding File Definitions:

View existing definitions

① Description

Definition Name

Description

Request Type

File Type:

◉ Delimited

◯ Fixed

◯ Fixed - NACHA

Since other systems don't all use the same export formats, EBIB ACH allows you to define the format of the transactions you will upload.

Adding a new file definition:

1. Click **Maintain File Import Definitions**

2. Select **Add New Definition**, which will provide an opportunity to create one of three formats depending on the format of the data from the external source:

    - **Delimited**

    - **Fixed**

    - **Fixed-NACHA**

Uploading Delimited Files:

A **Delimited** file contains fields that hold the pertinent details of each transaction. These fields are separated (or delimited) by a special character, such as a comma.

Here is a sample definition of a **Delimited** file. Note that the user selected **Comma** as the field separator.

Then, the user defines where each transaction element resides in the data. In this example, the Receiving Bank's ABA Transit and Routing Code resides in the third field, the Receiver's account number resides in the 4th field, and so on.

Definition Name:	csv
Description:	csv
Request Type:	CCD Payment
File Type:	Delimited

Characteristics

Field Delimiter:	Comma
Amount Format:	Whole dollar (123)
Match Records By (optional):	

Field Properties

Field Name	Position Number
ABA/TRC:	3
Account Number:	4
Account Type:	2
Account Name:	1
ID (optional):	6
Default Amount:	5

Uploading Fixed Files:

A **Fixed** file contains the payment details, but there is no delimiter to separate them. Instead, the fields are defined by where they exist on each row of data.

Below is a sample definition of a **Fixed** file, which contains the elements of the transaction. However, since there is no separator between the fields, the fields have to be defined by their starting and ending positions on the line of data.

Field Name	Position Number			Valid Field Values Within A File
ABA/TRC:	Position	to	Position	Numeric only (0-9), 9 characters.
Account Number:	Position	to	Position	Alpha (A-Z), Numeric (0-9), 35 characters ma
Account Type:	Position	to	Position	2 valid types: Checking or Savings.
Account Name:	Position	to	Position	Alpha (A-Z) or Numeric (0-9) and spaces, 22
ID (optional):				No validation, 15 Characters max.
Default Amo	**Starting Position**		**Ending Position**	Numeric (0-9), 10 Characters max.
Addenda (optional):	Position	to	Position	Alpha (A-Z) or Numeric (0-9), 80 Characters

Uploading Fixed-NACHA Files:

A **Fixed-NACHA** file is a fixed file that uses the ACH industry-standard format maintained by NACHA.

If your source system can export ACH transactions in NACHA format, this would be your easiest upload option.

Here is a sample definition of a **Fixed-NACHA** file. Note that since NACHA formatting is a defined standard, you do not have to provide any field definitions. Therefore, this is the easiest upload option if it is available to you.

ACH

| Make Payment | Collect Money | History | Upload Transactions | File Status | Uploaded Files |

< Back   File Definition Details

View existing definitions | Add a file definition

Description

Definition Name:	NACHA
Description:	National Automated Clearing House Association file format
Request Type:	
File Type:	FixedFormat

Now that upload format has been set up, whenever it is time to use this batch, simply export it out of the source system, save it to your computer or network with a file name you will remember, and in EBIB ACH, click **Upload Transactions.**

What Happens After You Submit A Batch?

As a security precaution and as an accounting control, electronic funds transfers in EBIB require dual control, which means the batch must be reviewed by a second user and approved for release to the bank. Your administrator has established review and approval entitlements for users. A user could be a reviewer and approver for batches submitted by another user.

EBIB will confirm you have submitted a batch.

The status of the batch will be displayed as **Pending Approval**. Once a second user has approved it, the status will change to **Processed**.

***NOTE: Processed** means the batch has been sent to the bank but does not mean it has entered the bank's ACH process, which is an end-of-day process.

Searching for Completed ACH Transactions:

EBIB ACH will also allow you to review a historical audit log of your ACH origination activity for up to 18 months.

You can filter your search according to the effective dates of your batches or by the dates you transmitted the batches to US.

You can also search based on one specific date if there is a particular batch you want to review, or you can select beginning and ending dates to obtain a broader view of your ACH activity.

Alerts:

ACH activity is one of the alerts you can set up under the **Administration** tab of EBIB. This alert confirms the origination of an ACH batch requiring approval.

A PPD Payment that requires approval was entered for account *1115 on 02/08/2022 01:42 PM (ET).

Please do not respond to this e-mail. For more information, sign on to Internet Banking or contact Customer Support.
To manage this alert, log on to Internet Banking, and click on Manage alerts on the Administration menu. If you have any questions, please contact 1-844-680-373

Communications

| Mail and Alerts | Sent Mail | Forms and Documents | Manage Alerts | Contact Us |

Manage Alerts

Use this page to manage the alerts you receive and how you receive them. You can add new alerts, change existing alerts, or delete non-mandatory alerts. Enabled alerts are always delivered to your online banking mailbox. Available destinations depend upon the contact information you enter in Personal Preferences .

If you choose to receive text message alerts, you are agreeing to the Text Message Terms and Conditions and our posted Privacy Policy. Messages and Data Rates may apply, see your Carrier for details. The frequency of text messages will depend on the alerts you choose. You can change your alert selections at any time. Messages can be discontinued by removing your mobile phone number, changing your alert selections, or by sending **STOP as a reply to an alert message or directly to 20736.** Messages will come from RENASANT BANK 774 as Bank Alerts.

For additional assistance, **type HELP in response to a message from 20736** or send an email to treasurysolutionssupport@renasant.com . You can also contact us in Secure email using the Contact information on this site.

| Account | Non-Account | Multiple Accounts | Custom |

Many other types of alerts are available in EBIB. The settings are controlled under the **Administration** tab by selecting **Communications** and then selecting **Manage Alerts**.

For ACH Origination purposes, we recommend you turn on alerts for **ACH Notice of Change Received** and **ACH Returns Reports Created**, so you are informed of returned items requiring your attention. For additional information on ACH Notices of Change and ACH Return Reports, please refer to the **Returned ACH Transactions & Notices of Change FAQ**.

Issue File FTP Failed	⊕
Issue File FTP Completed With Errors	⊕
Issue File FTP Completed With Notes	⊕
User Profile Approval Pending	⊕
User Profile Activity	⊕
Updated User Entitlements	⊕
Account Closure	⊕
ACH Notice Of Change Received	⊕
ACH Returns Report Created	⊕

Note about Scheduled Payments:

Many times, an ACH Originator will schedule a batch of payments to occur only once and then update it and reuse it the next time it is needed. For example, if an originator pays its employees every two weeks, they will likely set up the batch to be processed one time, and then two weeks later will repeat the process. However, in some cases the originator will set up the batch to recur for some number of future effective dates. We urge caution in the use of future-dated recurring batches, for two reasons:

1. Specifically in a payroll situation, amounts could change for individual receivers because of overtime, pay change, or change in tax withholding preferences. A recurring, scheduled batch will not reflect such changes.

2. Each future instance of a batch being processed will require the same approval process as it did the first time it was processed. **If the approver does not take action each time the batch is processed in the future, the transactions will not be completed.**

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