# BND Direct ACH Guide

2015-2016 / Edition One



**Revised October 2017** 

# ACH Guide

To have a new template created, please contact BND at 701.328.5644

- 1. Enter Login information (Notice: This site supports Google Chrome, Microsoft Edge and Mozilla Firefox browsers.)
- 2. Click LOGIN



- 3. Enter your SECURITY CODE
- 4. Click OK



#### 5. Select ACH

#### 6. Click MAINTENANCE

7. Highlight the template by single-clicking on the desired row

|             | ate Payment Appro    | val Ma | aintenance Reports    | PassThru       |     |           |      |           |                                       |                     |             |                |                   |
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| naintenance | intenance<br>for ACH |        |                       | . 6            |     |           |      |           |                                       |                     |             |                |                   |
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8. Click the CHECK MARK (

| BND  | BND Direct Newsfeed | User Guide   | FAQs Con    | tact Us  |
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| - General  |                     |              |             |          |
| General  |                     |              |             |          |
| Profile Name:* ACH TEST Description:* PAYROLL  |                     |              |             | =        |
|  |                     |              |             |          |
| Payment information  |                     |              |             |          |
|  |                     |              |             |          |
| Company Entry Description: PATROLL Discretionary Data:   |                     |              |             |          |
| Processing Information   |                     |              |             |          |
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| Warning Days:* 15 Confidential Prenote Required  |                     |              |             |          |
|  |                     |              |             |          |
| 📉 🖻 Hold \$0 Records 💿 Approval Required 🔄 💿 Schedule Required   |                     |              |             |          |
| Payment Method: PPD Credits  |                     |              |             |          |
| Payment Type: ACH  |                     |              |             |          |
| Einancial Institution: Bank of North Dakota Cutoff time: 16-00 CST   |                     |              |             |          |
| 9 Protect induction in particular strategy in the strategy in  |                     |              |             |          |
| - Transaction  |                     |              |             |          |
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| 2019 Back Month Dated and Blocks Reserver. Name* Receiver 10* Receiver A/c Number* Account Type Bank   |                     |              | Save        | Cancel   |
| e zo z banko nomi banka, printigna nebertoa.   |                     |              | D.COVE      | concer   |

- 9. Place a check mark ( $\checkmark$ ) next to HOLD \$0 DOLLAR RECORDS if the box is empty

11. Click the PLUS SIGN (+) under the transaction line to open pop-up box

| BND<br>Bank of North Da |   | BND Direct Newsfeed | User Guide | FAQs     | Contact | Us  |
|-------------------------|---|---------------------|------------|----------|---------|-----|
| ACH Adr                 | inistration Balance Reporting                                     |                     |            | Help Hor | ne Log  | out |
| Summary                 | Create Payment Approval Maintenance Reports PassThru              |                     |            |          |         |     |
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| 11                      |   |                     |            |          |         | ш   |
|                         | - User And Approval   |                     |            |          |         |     |
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| © 2012 Ban              | of North Dakota. All Rights Reserved. Save Cancel                 |                     |            |          |         |     |
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- 12. Key in the banking information
- 13. Click either ADD & CONTINUE to add more banking information or ADD & END to move to the next step.

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|--|-----------------------------|--|---|--|-------------|
| ry Create Payment Approval   | Maintenance Reports Pi      | assThru  |   |  |             |
| Payment Information  |                             |  |   |  |             |
| Account:*  | - BND ACH                   | ✓ Company:* 12345  | 6789 - ACH TEST 👻   |  |             |
| Company Entry Descrip  | tion:* LOAN PYMT            | Discretionary Data:  |   |  |             |
| Processing Information   |                             |  |   |  |             |
| Start Date:  | 11/01/2012                  | End Date:  |   |  |             |
| Maximum Executions:  |                             | Completed Executions: 1  |   |  |             |
| Warning Days:*   | 0                           | Confidential Pr  | enote Required  |  |             |
| ☑ Hold Zero dollar reco  | ords 🗹 Approval Required    | Schedule Required  |   |  |             |
| Payment Method:  | PPD Debits                  |  | -   |  |             |
| Payment Type:  | ACH                         |  | -   |  |             |
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| Transaction  | Active                      | 2  | Debits<br>300.00  |  |             |
| Transaction<br>Receiver Name*  | JOHN                        | Receiver ID*   | Debits<br>300.00<br>SMITH   |  |             |
| Transaction<br>Receiver Name*<br>Receiver A/c Number*  | JOHN<br>123456              | Receiver ID*   | Debits<br>300.00<br>SMITH<br>Checking -                                   |  |             |
| Transaction<br>Receiver Name*<br>Receiver A/c Number*<br>Bank R/T*   | JOHN<br>123456<br>091300285 | Transactions 2 Receiver ID* Account Type Role* Status  | Debits<br>300.00<br>SMITH<br>Checking •<br>Active •                       |  |             |
| Transaction<br>Receiver Name*<br>Receiver A/c Number*<br>Bank R/T*<br>Amount*  | 30HN<br>123456<br>091300285 | Transactions           Receiver ID*           Account Type Role*           Status           Transaction Type                 | Debits<br>300.00<br>SMITH<br>Checking •<br>Active •<br>Debit •            |  |             |
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- 14. Give users access to the template by putting a check mark ( $\checkmark$ ) behind their name.
- 15. If the employee requires approval, click on the drop-down box under APPROVAL LEVEL and select LEVEL 1
- 16. Click on the drop-down box under REQUIRED APPROVERS and select 1
- 17. In LEVEL 1, key in 1

| BND<br>Bank of North Dal | ikota                      |                  |              |                     |                 |         |            |    |  | BND Direct Newsfeed | User Guide | FAQs C    | ontact Us |
|--------------------------|----------------------------|------------------|--------------|---------------------|-----------------|---------|------------|----|--|---------------------|------------|-----------|-----------|
| ACH Adm                  | ministration Balance       | e Reporting      |              | Start States        |                 |         |            |    |  |                     |            | Help Home | Logout    |
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|                          | - User And Aj              | pproval          |              |                     |                 |         |            |    |  |                     |            |           |           |
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|                          |                            | bndach1          |              |                     | Level 1         |         | -          | 15 |  |                     |            |           |           |
|                          |                            | bndach2          |              |                     | Level 1         |         | -          | 13 |  |                     |            |           |           |
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|                          | Approval Stru              | icture           |              |                     |                 |         |            |    |  |                     |            |           |           |
|                          |                            |                  |              | Currency:           |                 |         |            |    |  |                     |            |           |           |
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| © 2012 Bank              | k of North Dakota. All I   | Rights Reserved. | Cancel       |                     |                 |         |            |    |  |                     |            |           |           |

#### 18. Click SAVE

|                                    | and a second and a second s |                              |  |                | <br> |  | Help |
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| V Hold Zero dollar records         | Approval Required   | Schedule Required            | 1  |                |      |  |      |
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| Payment Method:                    | PPD Debits  |                              |  |                |      |  |      |
| Payment Type:                      | ACH   | Cutoff times                 |  |                |      |  |      |
| Financial Institution:             | Bank of North Dakota  | Cutorr time:                 | 16:00 CST  |                |      |  |      |
| - Transaction                      |   |                              |  |                |      |  |      |
|                                    | - Transaction   | Statistics                   |  |                |      |  |      |
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| + - Q1 H1 SA Q B                   | •■ 0  | 0 of 0 << < > > <b>F</b>     | Friday November 2  | 2012 12:17 PM  |      |  |      |
| Modify Receiver                    | Name* Receiver ID*  | Receiver A/c Number*         | Account Type R   | ole* Bank R/T* |      |  |      |
| E Modify JOHN SMI                  | TH SMITH  | 123456                       | Checking   | - 091300285    |      |  |      |
| Medify SALLY JOI                   | NES JONES   | 98765432                     | Checking   | ▼ 091300285    |      |  |      |
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| - User And Approval                |   |                              |  |                |      |  |      |
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| bndach1                            |   | Level 1                      |  | -              |      |  |      |
| hadash2                            |   | Level 1                      |  | -              |      |  |      |
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| Iorth Dakota. All Rights Reserved. | Save Cancel   |                              |  |                |      |  |      |

19. Enter your SECURITY CODE

#### 20. Click OK

The template you have created will now be displayed.

| Administration Pals |               |                                   |   | and the second se |      |
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Going forward, if the dollar amounts change, make the changes under the maintenance tab before you create the payment. This also allows you to review and make changes, if necessary, before you submit the ACH file for processing.

21. Click on ACH

#### 22. Click on MAINTENANCE

23. Highlight the template you are changing by single-clicking on the desired row

### 24. Click the CHECK MARK (

| ACH Administra                      | tion Balance Report  | ing<br>oval M | aintenance Reports Pa    | ssThru     |     |                      |     |           |   |      |        |              | Help Home       |
|-------------------------------------|----------------------|---------------|--------------------------|------------|-----|----------------------|-----|-----------|---|------|--------|--------------|-----------------|
| CH: Profile Ma<br>ofile maintenance | intenance<br>for ACH |               | 22                       |            |     |                      |     |           |   |      |        |              |                 |
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| atus All                            | •                    |               |                          |            | Go  |                      |     |           |   |      |        |              |                 |
| + - 🗸 Q                             | 음 국 <b>년</b> 🗘       | ň 0           | <b>B</b>                 |            |     |                      |     |           |   |      |        | Monday Novem | ber 5, 2012 9:5 |
| ofile Nar                           | Profile Description  |               |                          |            |     | Sending Account Name |     |           |   |      |        |              |                 |
| DAN PAYN S                          | LOAN PAYMENTS        | Active        | Consumer Payment-Addenda | PPD Debits | ACH | - BND ACH            | USD | 16:00 CST | 2 | 0.00 | 300.00 | LOAN PYMT    | 11/01/2012      |
| ONTHLY PA OLL                       | PAYROLL              | Active        | Consumer Payment-Addenda | PPD Mixed  | ACH | - BND ACH            | USD | 16:00 CST | 4 | 0.00 | 0.00   | PAYROLL      | 11/01/2012      |
|                                     |                      |               |                          |            |     |                      |     |           |   |      |        |              |                 |
|                                     | 24                   |               |                          |            |     |                      |     |           |   |      |        |              |                 |
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#### 25. Click MODIFY next to RECEIVER NAME

| Payment Approval     Maintenance Reports     Payment     Payment     Payment Method:        Payment Method:           Payment Method:              Payment Method:                    Payment Method:   PDD Debits  Payment Method:   PDD Debits   Payment Type:   ACH   Financial Institution:   Bank of North Dakota   Cutoff time:   Iso:00 CST                 Transactions   Transaction               Transaction     Transaction Tr   | Approval Maintenance Reports ParsThru<br>Warning Days:* 0 Confidential Prenote Required Active: Payment Nethod:  | Maintenance Reports ParstThu     Warning Days:* 0     O     Confidential   Prenote Required Payment Method:      Payment Method:   PPD Debtas   Payment Nype:      ACH   Cutoff time:      Istico CST   Transaction Transaction Transaction:      * Modify   Modify Solution 100 Korth   Sank of North Receiver 10*   Receiver 10* Receiver 10*   Receiver 10* Receiver 10*   Medify Soluty Jones   Soluty Jones Solosias2   | tion Balance Reporting      |                         |   |  |
|--|--|--|-----------------------------|-------------------------|---|--|
| Warning Days:* O     O      Hold Zero dollar records () Approval Required   Schedule Required   Payment Method:   PPD Debits   Payment Type:   ACH   Payment Type:   ACH   Financial Institution:   Bank of North Dakota   Cutoff time:   16:00 CST   Transaction   Total   Transaction Transaction Transaction Solution Sol  | Warning Days:* 0   Confidential Prenote Required   Hold Zero dollar records Approval Required   Schedule Required Schedule Required   Payment Nethod: PPD Debits   Payment Type: ACH   Financial Institution: Bank of North Dakota   Cutoff time: 16:00 CST   Transaction   Transaction   Carasaction   Carasa   | Warning Days:* 0   Confidential Prenote Required   Hold Zero dollar records Approval Required   Schedule Required Schedule Required   Payment Method:    Payment Type: ACH   Payment Type: ACH   Transaction     Transaction Statistics   Transaction Statistics   Active: 2   Transaction     Transaction     Transaction Statistics   Active: 2   Transaction     Transaction Statistics   Active: 1   2 of Confidential Peblis   300.400     Transaction Statistics   Medify Scaluty Jones     Payment Number Account Type Role     Payment Number Account Type Role     Payment Number Account Type Role     Payment Support     Payment Difference     Payment Support     Payment Type:     Active:     Payment Support     Payment Support     Payment Type:     Active:     Payment Support     Payment Support     Payment Support     Payment Support     Payment Support     Payment Type:     Active:     Payment Support     Payment Ry:     <  | ate Payment Approval        | Maintenance Reports     | PassThru  |  |
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| Payment Method: PPD Debits<br>Payment Type: ACH<br>Financial Institution: Bank of North Dakota Cutoff time: 16:00 CST<br>- Transaction<br>Transaction Statistics<br>Transaction Debits<br>Active: 2 300.00<br>Transaction<br>todify Receiver Name* Receiver A/< Number* Account Type Role* Bank R/T* Amount<br>Medify JOHN SMITH SMITH 12:2455 Checking • 091300285<br>Medify SALLY JONES JONES 99755432 Checking • 091300285  | Payment Nethod: PPD Debits<br>Payment Type: ACH<br>Financial Institution: Bank of North Dakota Cutoff time: 16:00 CST<br>Transaction<br>Transaction Debits<br>Active: 2 300.00<br>Tansaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsaction<br>tarsacti | Payment Nethod: PPD Debits<br>Payment Type: ACH<br>Financial Institution: Bank of North Dakota Cutoff time: 16:00 CST<br>Transaction<br>Transactions Statistics<br>Active: 2 300.00<br>Transactions Debits<br>Active: 2 300.00<br>Transactions Proceeding Debits<br>Active: 2 300.00<br>Transactions Proceeding Debits<br>Active: 2 00.00<br>Transactions Proceeding Debits<br>Active: 2 00.00<br>Proceeding Debits<br>Active: 2 00 | V Hold Zero dollar reco     | rds 🔽 Approval Required | Schedule Required                                       |  |
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| Payment type:       IAC.In         Financial Institution:       Bank of North Dakota         - Transaction         Transaction         Active:       2         300.00         Transaction         - Top Jfg         - To   | Payment rype: Ack Cutoff time: 16:00 CST<br>Transaction Transaction Statistics Active: 2 30.00 Transaction Statistics Cutoff k Receiver Nonne* Receiver A/C Number* Account Type Bole* Bank R/T* Amount Receiver Name* Receiver AC Number* Account Type Bole* Bank R/T* Amount Receiver Sources 9075432 Checking • 091300285  | rayment type: Act Cutoff time: 16:00 CST<br>Transaction<br>Transaction<br>Transaction<br>Transaction<br>Transaction<br>Transaction<br>Transaction<br>Transaction<br>Active: 2 300.00<br>Transactor<br>Active: 3 300.00<br>Active: 3 300.00   | Payment Method:             | PPD Debits              | *   |  |
| - Transaction Tra  | Transaction       Transaction Statistics       Transaction Statistics       Active:     Transaction Debits       Active:     Transaction Statistics       F     Monday November 5, 2012       9:53 AM       todify     Receiver ID*       Receiver ID*     Receiver A/c Number*       Active:     0:300,00       Medify     SALLY JONES       JONES     98765432   | Transaction     Transaction Statistics       Transaction   | Figure 1 Institution:       | Bank of North Dakota    | Cutoff time: 15:00 CST                                  |  |
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| Vodfy Receiver Name* Receiver ID* Receiver A/c Number* Account Type Role*Bank R/T* Amoun<br>Modify JOHN SMITH SMITH 123456 Checking ▼ 091300285<br>Modify SALLY JONES JONES 99765432 Checking ▼ 091300285  | Modify     Receiver Name*     Receiver ID*     Receiver A/c Number*     Account Type Role*     Pank R/T*     Amount       Modify     SOHN SMITH     SMITH     123456     Checking     • 091300285       Modify     SALLY JONES     JONES     98765432     Checking     • 091300285   | Modify     Receiver Name*     Receiver ID*     Receiver A/c Number*     Account Type Role*     Bank R/T*     Amount       Modify     JOHN SMITH     SMITH     123456     Checking     • 091300285       Modify     SALLY JONES     JONES     90765432     Checking     • 091300285   | + - 0, 11, S <sub>A</sub> Q | <b>B</b>                | 1 - 2 of 2 « < > >> F. Monday November 5, 2012 9:53 AM  |  |
| Modify         JOHN SMITH         SMITH         123456         Checking         • 091300285           Modify         SALLY JONES         JONES         98765432         Checking         • 091300285   | Modify         OHN SMITH         ISMITH         123456         Checking         • 091300285           Modify         SALLY JONES         JONES         98765432         Checking         • 091300285   | Modify     DOH'N SMITH     ISMITH     123456     Checking     ♥ 091300285       Modify     SALLY JONES     JONES     98765432     Checking     ♥ 091300285   | Modify Receiver Name        | Receiver ID* R          | eceiver A/c Number* Account Type Role* Bank R/T* Amount |  |
| Modify SALLY JONES JONES 98765432 Checking Checking  | Madiry SALLY JONES 198765432 Checking - 091300285  | Modify SALLY JONES 98765432 Checking - 091300285   | Modify JOHN SMITH           | SMITH 1                 | 23456 Checking • 091300285                              |  |
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#### 26. Enter the appropriate dollar amount in AMOUNT

#### 27. Click MODIFY & END

| tration I  | Salance Reporting    |               |           |           |                      |          |             |      |
|------------|----------------------|---------------|-----------|-----------|----------------------|----------|-------------|------|
| reate Payr | nent Approval        | Maintenance   | Reports   | PassThru  |                      |          |             |      |
| Warnin     | ng Days:*            | 0             |           |           | Confidential         | Prenot   | te Required |      |
|            | d Zero dollar reco   | rde 🔽 Approva | Required  |           | Schedule Require     | d        |             |      |
| • HU       | id zero dollar recor |               | rkequireu |           |                      | u        |             |      |
| Payme      | nt Method:           | PPD Debits    |           |           |                      | v        |             |      |
| Payme      | nt Type:             | ACH           |           | Ŧ         |                      |          | _           |      |
| Financi    | al Institution:      | Bank of North | h Dakota  |           | Cutoff time:         | 16:00 CS | т           |      |
| - Tranc    | action - Modify      |               |           |           |                      |          |             |      |
| Trans      | Iction - Ploany      |               | Statu     |           | Transactions         |          | Deb         | its  |
|            |                      |               | Active    |           | 2                    |          | 300         | 0.00 |
| Transa     | ction                |               |           |           |                      |          |             |      |
| Receive    | r Name*              | JOHN S        | SMITH     |           | Receiver ID*         |          | SMITH       |      |
| Receive    | r A/c Number*        | 123456        | 5         |           | Account Type Ro      | ole*     | Checking    | •    |
| Bank R/    | T*                   | 091300        | 0285      |           | Status               |          | Active      |      |
| Amount     | r*                   |               | 1         | 00.00     | Transaction Type     | 2        | Debit       |      |
| Hold 0\$   |                      |               |           |           | Hold Until Date      |          |             |      |
| Adden      | 4                    |               |           |           |                      |          |             |      |
| Free Fo    | rmat Addenda:        |               |           |           |                      | 27       |             |      |
|            | inder iddenider      |               | 26        |           |                      |          |             |      |
|            |                      |               |           | Mod       | lify & End Cancel    |          |             |      |
| - User /   | and Approval         |               |           |           |                      |          |             |      |
| Users      | -                    |               |           |           |                      | _        | -           |      |
|            | Login ID             |               |           | Create Pa | yment Approval Level |          |             |      |
|            | bndach1              |               |           |           | Level 1              |          | •           |      |
|            | bndach2              |               |           | V         | Level 1              |          | •           |      |
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|            |                      |               |           |           |                      |          |             |      |

#### 28. Click SAVE

| aon Balance Reporting      |                        |   |  |
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| ste Payment Approval       | Maintenance Report     | ts PassThru   |  |
| Warning Days:*             | 0                      | Confidential Prenote Required                           |  |
| I Held Zere dellar recei   | rda 🔟 Annroual Doguiro | d 🖳 Sebadula Dequirad                                   |  |
| Hold Zero dollar recor     | rds 💌 Approval Require | a 🔄 Schedule Required                                   |  |
| Payment Method:            | PPD Debits             | · · · · · · · · · · · · · · · · · · ·                   |  |
| Payment Type:              | ACH                    |   |  |
| Financial Institution:     | Bank of North Dakota   | Cutoff time: 16:00 CST                                  |  |
|                            |                        |   |  |
| Transaction                |                        |   |  |
|                            | - Tran                 | nsaction Statistics                                     |  |
|                            |                        | Transactions Debits                                     |  |
|                            | Active:                | 2 400.00  |  |
| Transaction                | Hurth                  |   |  |
| + - Qu Mu So Q             | 8                      | 1 - 2 of 2 << < > >> F. Monday November 5, 2012 9:53 AM |  |
| Modify Receiver Name*      | Receiver ID*           | Receiver A/c Number* Account Type Role*Bank R/T* Amount |  |
| Madific JOHN SMITH         | SMITH                  | 123455 Checking 091300285                               |  |
| Modify SALLY JONES         | JONES                  | 98765432 Checking • 091300285                           |  |
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| User And Approval          |                        |   |  |
| User And Approval          | m                      |   |  |
| User And Approval<br>Jsers | m                      | ,   |  |

#### 29. Enter your SECURITY CODE

#### 30. Click OK

| H Adm | ninistration Balance | Reporting  |             |          |          |             |           |    |  |  | Help Home | Log |
|-------|----------------------|------------|-------------|----------|----------|-------------|-----------|----|--|--|-----------|-----|
| mmary | Create Payment       | Approval N | laintenance | Reports  | PassThru |             |           |    |  |  |           |     |
|       |                      |            | Sec         | condar   | y Auther | ntication F | Required. |    |  |  |           |     |
|       |                      |            |             | Security | Code:*   | Cancel      |           | 29 |  |  |           |     |
|       |                      |            |             | 20       | 1        |             |           |    |  |  |           |     |
|       |                      |            |             | 30       |          |             |           |    |  |  |           |     |
|       |                      |            |             |          |          |             |           |    |  |  |           |     |
|       |                      |            |             |          |          |             |           |    |  |  |           |     |
|       |                      |            |             |          |          |             |           |    |  |  |           |     |

#### 31. Single-click the PENDING APPROVAL row to highlight it

#### 32. Right click on the highlighted row

#### 33. Select APPROVE

| North Dakota<br>Administra | tion Balance Reporti | ng                       |  | 0           |                           |              |                                   |                 |                          |                    |               | bib bireet in          | He                        | p Home              |
|----------------------------|----------------------|--------------------------|--|-------------|---------------------------|--------------|-----------------------------------|-----------------|--------------------------|--------------------|---------------|------------------------|---------------------------|---------------------|
| Profile Ma<br>maintenance  | intenance<br>for ACH | Plaintena                | Reports                                  | Passiniu    |                           |              |                                   |                 |                          |                    |               |                        |                           |                     |
| Name All<br>All            | •                    |                          |  |             | <b>Go</b>                 |              |                                   |                 |                          |                    |               |                        |                           |                     |
| - 🗸 Q                      | e                    | ñ 0 5                    |  |             |                           |              |                                   |                 |                          |                    |               |                        | Monday November 5, 20     | 12 11:04 AM         |
| Name<br>PAYMENTS           | Profile Description  | Status<br>Pending Aparon | Profile Type                             | ont-^ddenda | Payment Method PPD Debits | Payment Type | Sending Account Name<br>- BND ACH | Currency<br>USD | Cutoff Time<br>16:00 CST | Total Transactions | Credit Amount | Debit Amount<br>300.00 | Company Entry Description | Start Da<br>11/01/2 |
| HLY PAYROLL                | PAYROLL<br>33        | Active                   | Modify<br>View Detail<br>Add Using Model | Idenda      | PPD Mixed                 | ACH          | - BND ACH                         | USD             | 16:00 CST                | 4                  | 1.00          | 1.00                   | PAYROLL                   | 11/01/20            |
|                            |                      |                          |  |             |                           |              |                                   |                 |                          |                    |               |                        |                           |                     |
|                            |                      |                          |  |             |                           |              |                                   |                 |                          |                    |               |                        |                           |                     |
|                            |                      |                          |  |             |                           |              |                                   |                 |                          |                    |               |                        |                           |                     |
|                            |                      |                          |  |             |                           |              |                                   |                 |                          |                    |               |                        |                           |                     |
|                            |                      |                          |  |             |                           |              |                                   |                 |                          |                    |               |                        |                           |                     |
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|                            |                      |                          |  |             |                           |              |                                   |                 |                          |                    |               |                        |                           |                     |

The templates with modifications will now be displayed on the screen.

| CH Administra | tion Balance Report  | ing    |                          | _              |              |                      |          |             |                    |               |              |                           | Help Home        |
|---------------|----------------------|--------|--------------------------|----------------|--------------|----------------------|----------|-------------|--------------------|---------------|--------------|---------------------------|------------------|
| I: Profile Ma | intenance<br>for ACH | oval M | aintenance Reports Pa    | ssThru         |              |                      |          |             |                    |               |              |                           |                  |
| All           | •                    |        |                          |                | - 60         |                      |          |             |                    |               |              |                           |                  |
| - 1 9         | er 🖓 🖓               | ñ 0    | Ey.                      |                |              |                      |          |             |                    |               |              | Monday Novemb             | er 5, 2012 12:37 |
| e Name        | Profile Description  | Status | Profile Type             | Payment Method | Payment Type | Sending Account Name | Currency | Cutoff Time | Total Transactions | Credit Amount | Debit Amount | Company Entry Description | Start Date Er    |
| PAYMENTS      | LOAN PAYMENTS        | Active | Consumer Payment-Addenda | PPD Debits     | ACH          | - BND ACH            | USD      | 16:00 CST   | 2                  | 0.00          | 200.00       | LOAN PYMT                 | 11/01/2012       |
| THLY PAYROLL  | PAYROLL              | Active | Consumer Payment-Addenda | PPD Mixed      | ACH          | - BND ACH            | USD      | 16:00 CST   | 4                  | 1.00          | 1.00         | PAYROLL                   | 11/01/2012       |
|               |                      |        |                          |                |              |                      |          |             |                    |               |              |                           |                  |
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|               |                      |        |                          |                |              |                      |          |             |                    |               |              |                           |                  |
|               |                      |        |                          |                |              |                      |          |             |                    |               |              |                           |                  |
|               |                      |        |                          |                |              |                      |          |             |                    |               |              |                           |                  |
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|               |                      |        |                          |                |              |                      |          |             |                    |               |              |                           |                  |

To Create a Payment:

- 34. Click ACH
- 35. Click CREATE PAYMENT
- 36. Click the drop-down arrow next to PROFILE Choose desired profile
- 37. Click NEXT

| BND<br>Bank of North Dakota<br>ACH Administration Balance Reporting<br>Sory Create Payment Approval Maintenance Re | orts PassThru  | BND Direct Newsfeed | User Guide | FAQs<br>Help Horr | Contact Us |  |
|--|--|---------------------|------------|-------------------|------------|--|
| Survey Create Payment Approval Maintenance R<br>Actin create Payment 33<br>34                                      | 36<br>Use Existing Profile Create New (Create Payment With us a Profile) Import From File<br>Profile: COAN PAYMENTS COAN PAYMENTS Account: BND ACH - Currency; USD<br>Payment Method: PPD Debits<br>Payment Type: ACH<br>Cutoff Time: 16:00 CST<br>Next Cancel<br>37 |                     |            |                   |            |  |

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#### 38. Click the drop-down box next to EFFECTIVE ENTRY DATE

- 39. Select the effective entry date (can't be more than 7 days in the future) from the calendar pop-up box
- 40. Click SUBMIT

| ary Create Payment Approval Maintenance  | Reports PassThru  | The Print | . Log |
|--|---|-----------|-------|
|  |   |           |       |
|  | General   |           |       |
|  | Profile Name:*  LOAN PAYMENTS Description:*  LOAN PAYMENTS  |           |       |
|  | Payment Information   |           |       |
|  | Sending Account: - BND ACH  |           |       |
|  | Company: 123456789 - ACH TEST   |           |       |
|  | Company Entry Description:* LOAN PYM  |           |       |
|  | Processing Information  |           |       |
|  | Start Date: 11/01/2012  |           |       |
|  | Maximum Executions: Su M Tu W Th F Sa   |           |       |
|  | Varning Days:*  |           |       |
|  |   |           |       |
|  | Effective Entry Date: 11/06/2012 0 18 19 20 21 22 23 24   |           |       |
|  | Financial Institution: Bank of North Dakota 25 26 27 28 29 30 1   |           |       |
|  | Payment Method: PPD Debits 2 3 4 5 6 7 8  |           |       |
|  | Payment Type: ACH Toring : 5 Nov 2012   |           |       |
|  | Cutoff time: 16:00 CST  |           |       |
|  | Internet   Protected Mode: Off  |           |       |
|  | - Transactions  |           |       |
|  | Transaction Statistics  |           |       |
|  | Transactions Debits   |           |       |
|  | Active: 2 300.00  |           |       |
|  | Transaction   |           |       |
|  | + - 01 10 5, B + + + + 1 - 2 of 2 << > > F. Monday November 5, 2012 8:40 AM   |           |       |
|  | Modify Receiver Name* Receiver ID* Receiver A/c Number* Account Type Role*Bank R/T  |           |       |
|  | 1 Modify JOHN SMITH SMITH 123456 Checking • 091300285   |           |       |
|  | Image: Checking with a state of the state of th |           |       |
|  |   |           |       |
| Bank of North Dakota All Rights Reserved |   |           |       |

#### 41. Enter your SECURITY CODE

#### 42. Click OK



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These steps require a second employee to login and approve the ACH file that was created.

43. Click ACH. This will bring up the summary of the payments created

44. Single-click the PENDING 1 APPROVAL row to highlight the template

45. Right click on the highlighted row

46. Select VIEW & APPROVE

#### 47. Click EXPORT

43

| CH: Summary<br>CH Summary Data        | - Approver           |                         |                     |   |                              |                         |                       |                        |               |                     |                           |                       |           |
|---------------------------------------|----------------------|-------------------------|---------------------|---|------------------------------|-------------------------|-----------------------|------------------------|---------------|---------------------|---------------------------|-----------------------|-----------|
| rofile Name All                       | •                    |                         |                     | v<br>v Go   |                              |                         |                       |                        |               |                     |                           |                       |           |
| - / 🤇 🖪 +                             | ° 🖙 💈 🕅 🕚            |                         |                     | lan an  |                              |                         |                       |                        |               |                     | Monday                    | November 5,           | 2012 12:5 |
| reate Date/Time<br>1/05/2012 10:02:25 | Effective Entry Date | Process Date 11/05/2012 | Status<br>Submitted | Type<br>Consumer Payment-Addenda                                | Tracking #<br>ACH12310000001 | Total Transactions<br>2 | Credit Amount<br>0.00 | Debit Amount<br>300.00 | Profile Name  | Profile Description | Payment Method PPD Debits | Entry User<br>bndach1 | Company   |
| 1/05/2012 13:52:26                    | 11/07/2012           | 11/05/2012              | Pending 1 Approval  | C View & Approve<br>Modify<br>Delete<br>View<br>Add Using Model | CH12310000002                | 2                       | 0.00                  | 200.00                 | LOAN PAYMENTS | LOAN PAYMENTS       | PPD Debits                | bndach1               | LOAN PYM  |
|                                       |                      |                         |                     |   |                              |                         |                       |                        |               |                     |                           |                       |           |
|                                       |                      |                         |                     |   |                              |                         |                       |                        |               |                     |                           |                       |           |
|                                       |                      |                         |                     |   |                              |                         |                       |                        |               |                     |                           |                       |           |
|                                       |                      |                         |                     |   |                              |                         |                       |                        |               |                     |                           |                       |           |
|                                       |                      |                         |                     |   |                              |                         |                       |                        |               |                     |                           |                       |           |

## 48. Enter your SECURITY CODE

#### 49. Click OK



The status will now be listed as SUBMITTED indicating the file is now at BND

50. Click the ENVIRONMENT SETTINGS icon to create a recap of the file

|   |                               |                      |                    |               |              |               |                     | BND Direct News | feed User  | Guide FAQs Contact Us  |
|---|-------------------------------|----------------------|--------------------|---------------|--------------|---------------|---------------------|-----------------|------------|------------------------|
| ACH Administration Balance Reporting              |                               |                      |                    |               |              |               |                     |                 |            | Help Home Locol        |
| Summary Create Payment Approval Maintenar         | nce Reports PassThru          |                      |                    |               |              |               |                     |                 |            | inter interior august  |
| ACH: Summary<br>ACH Summary Data                  |                               |                      |                    |               |              |               |                     |                 |            |                        |
| Type All •  |                               |                      |                    |               |              |               |                     |                 |            |                        |
|   |                               | ÷ uo                 |                    |               |              |               |                     |                 |            |                        |
|   |                               |                      |                    |               |              |               |                     |                 | Monday Nov | rember 5, 2012 9:10 AM |
| Create Date/Time Effective Entry Date rocess Date | s Status Type                 | Tracking #           | Total Transactions | Credit Amount | Debit Amount | Profile Name  | Profile Description | Payment Method  | Entry User | Company Entry Descript |
| 11/05/2012 10:02:25 11/06/2012 05/2012            | Submitted Consumer Payment-Ad | denda ACH12310000001 | 2                  | 0.00          | 300.00       | LOAN PAYMENTS | LOAN PAYMENTS       | PPD Debits      | bndach1    | LOAN PYMT              |
|   | 30                            |                      |                    |               |              |               |                     |                 |            |                        |
|   |                               |                      |                    |               |              |               |                     |                 |            |                        |
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|   |                               |                      |                    |               |              |               |                     |                 |            |                        |
|   |                               |                      |                    |               |              |               |                     |                 |            |                        |
|   |                               |                      |                    |               |              |               |                     |                 |            |                        |
|   |                               |                      |                    |               |              |               |                     |                 |            |                        |
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|   |                               |                      |                    |               |              |               |                     |                 |            |                        |
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|   |                               |                      |                    |               |              |               |                     |                 |            |                        |
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#### 51. Choose RELATIVE in the QUALIFIER drop-down box on the PROCESS DATE line

#### 52. Choose TODAY by clicking on the BLUE BOX

#### 53. Click SAVE

| https://www.bankndtest | web-cashplus.com/       | Cashplus/ach/servi | ce=ACH&requestID=ACHSummary&cspring=mal0LiC/[.9Eurxf&event=Environm |
|------------------------|-------------------------|--------------------|---|
| H: Summary             |                         |                    | L   |
| <u>Filter Settings</u> | <u>C</u> olumn Settings | Sort Settings      |   |
| Filter                 | Qualifier               |                    | Value(s)  |
| Create Date/Time       | All                     | 51 🗸               |   |
| Effective Entry Date   | All                     |                    |   |
| Process Date           | Relative                | e 🗸                | Today   |
| Status                 | All                     | •                  |   |
| Туре                   | All                     | Ŧ                  |   |
| Credit Amount          | All                     | •                  |   |
| Debit Amount           | All                     | •                  |   |
| Profile Name           | All                     | •                  |   |
| Entry User             | All                     | •                  | · · · · · · · · · · · · · · · · · · ·                               |
| Start Date             | All                     | •                  |   |
| End Date               | All                     | •                  |   |
|                        |                         | Ok Save            | Restore   |
|                        |                         |                    | >   |

#### 54. Click OK

| https://www.banki  | ndtest.web-cashplus.com/Cashplus/ach/service=ACH&requestID=ACHSummary&cspri  | ing=mal0L:C?[.9Eurxf&levent=Environme |
|--|--|---------------------------------------|
| H: Summary   |  |                                       |
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| Entry User   |  |                                       |
| End Date   |  |                                       |
|  |  | 319                                   |

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55. For financial institutions submitting files, print the ACH SUMMARY REPORT. Sign, Date and Fax to 701.328.5632 or email to bndelectronic@nd.gov

56. For accounting firms or individuals submitting files, print the ACH SUMMARY REPORT and fax or email to the client's bank.

|                                   |   | ACH Summary Report<br>Report Date 11/5/12<br>Page 1 of 1 |
|-----------------------------------|---|--|
| Entry Time:<br>Process Date:      | All<br>11/05/2012 00:00:00  |  |
|                                   | Bank of North Dakota ACH TEST<br>Bank of North Dakota<br>Printed on 11/5/12 12:58:39 PM |  |
| Tracking Number<br>ACH12310000001 | Type<br>Consumer Payment-Addenda LOAN PAYMENTS 11/6/12                                  |  |



Bank of North Dakota 1200 Memorial Hwy <u>Bismarck, ND 58504</u>

Local: 701.328.5644 Toll-free: 800.472.2166 ext. 328.5644 Email: **bndelectronic@nd.gov**