build something beautiful. Beneficial state bank





First Time User Guide

1. Log into Online Banking with your username and password.

	benencial state Dalik
Passwo	ord
	SIGN IN
	Forgot your password?

2. Select ACH from the Advanced Business drop-down menu.

B beneficial state bank Accounts	Transfers Pay Bills Loans 🛧 Advanced Business
AVAILABLE BALANCE () VIEW STATEMENTS SET ALERTS	All Accounts NAME Manage Users
status PENDING	Operating (********899) Aquariums are awesome (*******009)
\$0.00 LEDGER BALANCE	Account Activity - Operating(*******899)

There are 4 ways to enter ACH Transactions.

- A. Single Manual Entry
- B. Multiple Manual Entry
- C. NACHA Format Upload

CLOSE

SAVE BATCH

D. Non-NACHA Format Upload

eneficial state bank	Accounts	Transfers	Pay Bills	Loans	* Advanced Business				
CH (PORTFOLIO)	BSB) Import NACHA	File Manag	e Recipients						a
÷.,	1					New	Batch		
C					b		New Mul	Itiple Collection	
							New Mu	ultiple Payment	
					a		New Sir	ngle Collection	
					<u> </u>		New Si	ingle Payment	

A. Single Manual Entry – Click New Single Collection to pull funds from your client or click New Single Payment to send funds to your recipient. Full out the page and click Save Batch at the bottom.

New Single Collection	
ACH Batch Originator Information	
Batch Name	Company Name
	PORTFOLIO BSB
Batch Amount	Company ID
\$	155555555
Effective Date	Company Description
	BUSINESS
Batch Type	
Choose One 🗸	Credit To Account
Payment Frequency	
Choose One 🗸	Available Balance
ACH Draft Information	
Person or Company Being Drafted	
Recipient	Routing Number
Choose One 🗸	#############
Individual Name	Account Number
Individual ID	Account Type
	Choose One 🗸
Discretionary Data	Pre-Note

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🗌 Addenda Detail

B. Multiple Manual Entry – Click New Multiple Collection to pull funds from multiple clients or click New Multiple Payment to send funds to multiple recipients. After filling out the Batch Information you can click Add Transaction to enter each recipient or client individually. Once you have entered all of your information click Save Batch to complete.

New Multiple Payment	
ACH Batch Originator Information	
Batch Name	Company Name
Payroll	PORTFOLIO BSB
Batch Amount	Company ID
\$ 20.00	155555555
Effective Date	Company Description
8/31/2018	BUSINESS
Batch Type	
PPD ~	Draw From Account
Payment Frequency	
One Time Only 🗸	Available Balance \$66.00
CRE	ATEBATCH
	BACK

ansactions						
	AMOUNT	ACCOUNTNUMBER	ACCOUNT TYPE	ROUTING NUMBER	DESCRIPTION	HOLD
× Delete Selecter	+ Add Transaction					
#1	/		ADD TRANSACTIONS F	ROM CSV FILE		

Add ACH Transaction Detail	5
Transaction Detail	
Recipient	Routing Number
Choose One 🗸	#######################################
Individual Name	Account Number
Jane Smith	
Individual ID	Account Type
	Choose One 🗸
Transaction Amount	Discretionary Data
\$ 20.00	
□ Pre-Note □ Hold #2	Addenda Detail
	Add To Common Recipients
Save Transaction Done	

C. NACHA Format Upload – Click Import NACHA File from the main ACH window. Once you have clicked Upload, the file will show its status in the Batch Listing.

beneficial state bank Accounts ACCH (PORTFOLIO BSB) New Batch Batch Listing Import NACHAN	Transfers Pay Bills Loans * Advanced Business
	Import NACHA File
#1	NACHA File
	Upload Upload
Batch Listing	

Dutt										
				Show Complete	d Batches Ref	resh Import Export	Selected Batches 🕶	🔒 Print	Delete S	elected
	NAME	KIND	TYPE	CREDITS	DEBITS	EFFECTIVE	▼ CREATED	UPLOADER	STATUS	
	Payroll	Payment	PPD	\$20.00	\$20.00	08/31/2018	08/30/2018	TANYAR	н	\$ ~

D. Non-NACHA Format Upload – Prepare your .csv file by entering your information into the following format, and then click New Multiple Payment to send funds to multiple recipients or New Multiple Collection to pull funds from multiple clients. After filling out the Batch Information, you can upload your .csv and Online Banking will confirm the information. You can also make last minute updated by clicking the gear on the right. Click Save Batch to complete.

	A	В	С	D	E	F
1	Jane Smith	123456789	D	123000220	1	5.00
2	John Smith	123456987	D	323075880	2	6.50
3	Justin Smith	321456987	D	121042882	3	8.50
4						
5						
6	Recipient Name	Account Number	Account Type	Routing Number	Sequence Number	Dollar Amount
7			D = Checking			(no \$ symbols)
8			S = Savings			
9						

New Multiple Payment	
ACH Batch Originator Information	
Batch Name	Company Name
Payroll	PORTFOLIO BSB
Batch Amount	Company ID
\$ 20.00	155555555
Effective Date	Company Description
8/31/2018	BUSINESS
Batch Type	
PPD	Draw From Account
Payment Frequency	Aquariums are awesome (*******009)
One Time Only	Available Balance \$66.00
CF	ЕАТЕ ВАТСН
	DACK

ransactions						
	AMOUNT	ACCOUNT NUMBER	ACCOUNTTYPE	ROUTING NUMBER	DESCRIPTION	HOLD
X Delete Selected	+ Add Transaction					
			ADD TRANSACTIONS FR	OM CSV FILE		#2

ansact	ions							
	NAME	AMOUNT	ACCOUNT NUMBER	ACCOUNTTYPE	ROUTING NUMBER	DESCRIPTION	HOLD	
	Jane Smith	\$5.00	123456789	D	123000220		No	Q.
	John Smith	\$6.50	123456987	D	323075880		No	0 -
	Justin Smith	\$8.50	321456987	D	121042882		No	¢
	/		A					
s	ave Batch	Done					Ð	Print

3. Approving ACH Transactions – This process is the same for dual control or sole control approval processes. After selecting ACH from the Advanced Business menu, select Batch Listing to see the current status of your ACH transactions. You can click the gear next to the transaction you wish to review.

beneficial state bank Accounts Transf	ers Pay Bills Loans ★ Advanced Busine	SS	#	1					
New Batch Batch Listing Import NACHA File N	Batch Listing		W	U					#3
#2	NAME	KIND	TYDE	Show Comple	ted Batches Refre	sh Import Expo	t Selected Batches →		Delete lected
	Payroll Payroll	Payment	PPD	\$20.00 \$20.00	\$20.00 \$20.00	08/31/2018	08/30/2018	TANYAR	H Q
	Imported Batch Payroll	Payment Payment	PPD PPD	\$11,660.33 \$20.00	\$0.00 \$20.00	08/02/2018 08/31/2018	08/30/2018 08/30/2018	TANYAR TANYAR	Copy Delete

After reviewing the details of the transaction, you can change the Batch Status by selecting the appropriate option in the dropdown menu. Select Rejected to cancel the ACH. Select Pending Approval to submit for approval.

Batch Status	
Status	
Hold	
Rejected	
Pending Approval	

Finally, go back to the Batch listing and click the gear again to update the status to Submit For Processing when you are ready for the bank to begin sending funds. Click Save to complete the approval process.

Batch Status	
Status	_
Pending Approval	
Rejected	
Hold	
Submit For Processing	
Save	-