



## Bank Positive Pay

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# Bank Positive Pay

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*by Treasury Software*

# **Bank Positive Pay**

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# 1 Bank Positive Pay

Bank Positive Pay™ creates positive pay transmission files in any bank format.

**Get up and running in less than one hour.** We highly suggest watching our [tutorials](#) - less than 15 minutes in length, and at the end - you'll be able to create a positive pay file for testing with your bank.



Add a Record



Import Check Register



Create File

## 1.1 Absolute basics

### Welcome new users.

Have you been asked to create a positive pay transmission file to send to your bank?

Bank Positive Pay enables you to create positive pay transmission files from the data in your accounting, payroll or other system.

### Easy setup - Bank Express Codes

Bank Positive Pay maintains a library of bank file layouts and transmission information. [Contact us](#) for your bank's code.

We highly recommend that you click the links below to view the tutorials now.

Brevity is critical - and we value your time. The videos are less than 15 minutes in total, and at the end -

you will be able to create your transmission file for testing with your bank.



## Quick Start - Bank Positive Pay™

### Overview



View Tutorial - Highly Recommended  
Getting started video covers critical topics.



**Start here**

View Tutorial

If you do not have speakers at your current computer, or would prefer to view it later, feel free to copy the link below and play the video back later:

<http://www.treasurysoftware.com/Videos/PosPay/Start-Here/Bank-Positive-Pay-Overview.html>

## 1.2 Getting Started

### Steps

Below are the steps to begin using Bank Positive Pay.

1. Download and install the software
2. Gather your data
3. Create and setup accounts
4. Import transactions (from Excel or CSV)
5. Create and transmit your positive pay issue file.

Next: [Download and install >>](#)

### 1.2.1 Download and Install

#### Download Bank Positive Pay

Download Bank Positive Pay from our website at <http://www.treasurysoftware.com/download.aspx>

Your email address is important because the installation password is sent to that address.

## Install

After the download is complete, double-click the file to begin installation. You will be prompted for the install password as mentioned above. Once entered, you will be able to click OK (Note: password is case sensitive). Click OK.

Proceed through the installer by clicking Next. Accept the default settings.

Next Step

Once the installation is complete, you are ready to begin using positive pay.

Next: [Gathering Data >>](#)

## 1.2.2 Gathering Data

### Overview

The import (or 'source') data files typically would be created from within your accounting software.

They may be as simple as a check register that is saved to Excel or csv (comma delimited). Or, they can be custom written data dumps from third party reporting packages, such as Crystal Reports.

The most popular choices for these files are:

- Excel spreadsheets
- Comma-separate (csv) files
- Tab-delimited files

	A	B	C	D
1	Check Register			
2				
3	Date	Check #	Vendor/Description	Amount
4	9/8/2010	46365	Around the Horn	\$7,251.52
5	9/8/2010	46366	Seven Seas Imports	\$6,637.61
6	9/8/2010	46367	Split Rail Beer & Ale	\$7,360.41
7	9/8/2010	46368	Ernst Handel	\$953.19

### Basic

At a minimum, you will need to create a file with the following fields:

Payee name / description

Amount

Check number

Date

It is okay to create a file with additional columns.

In addition, your file may have blank rows, report headers, summation rows, etc... - this is also okay.

The system will skip/ignore non-transactional rows and unmapped columns.

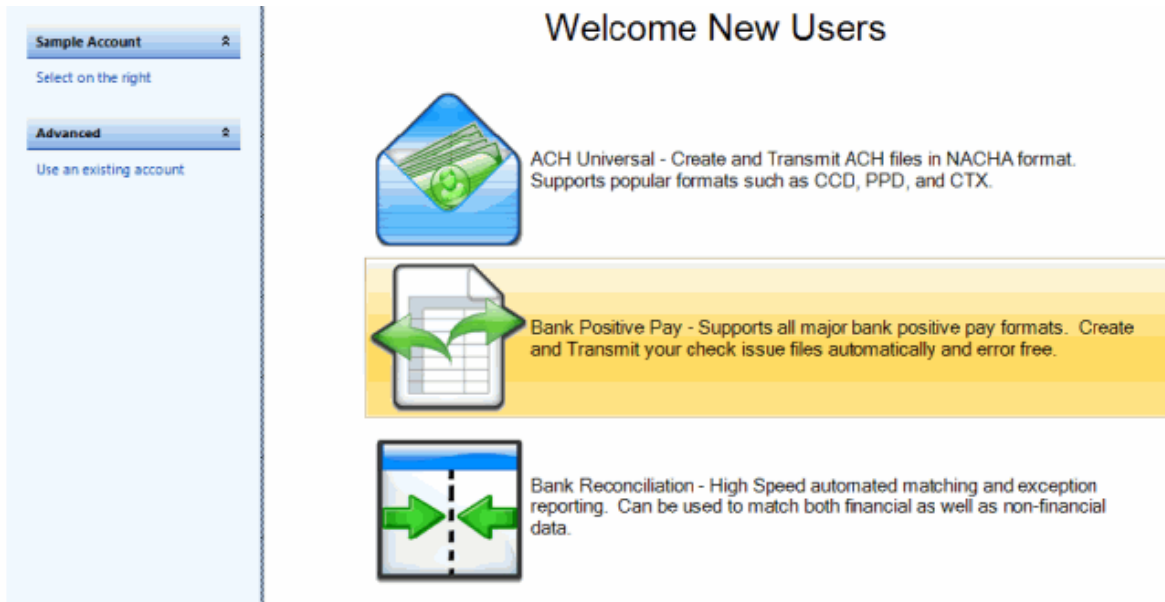
## 1.2.3 Create and Setup Accounts


### Start Bank Positive Pay

Important - Please follow these instructions to create your account. Any data saved in the 'Sample' account will be reset, as it synchronizes with the tutorial.


Start the File Formatter by clicking on the Start Button, selecting Programs (or All Programs), selecting Treasury Software, and clicking the Treasury Software Icon.

The Welcome New Users page will load. Select the Option for "Bank Positive Pay"




**Sample Account** 


Select on the right


**Advanced** 

Use an existing account

## Welcome New Users

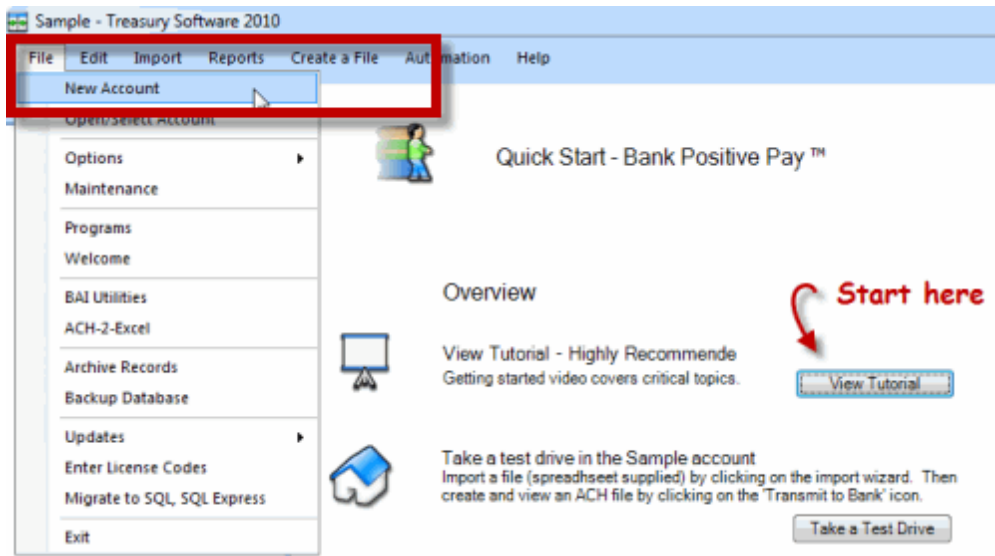
 ACH Universal - Create and Transmit ACH files in NACHA format. Supports popular formats such as CCD, PPD, and CTX.

 Bank Positive Pay - Supports all major bank positive pay formats. Create and Transmit your check issue files automatically and error free.

 Bank Reconciliation - High Speed automated matching and exception reporting. Can be used to match both financial as well as non-financial data.

### Create Account

Click File>New Account to create an account for your testing.



Select the option to “Create an Account and Add it to your Catalog” and click Next.

Enter a name for the account. This name is strictly internal and should help you identify the purpose of the account. For example, if you are using Positive Pay for payroll, you might name the account Payroll. Once the name is entered, click Next.

Congratulations! You have finished creating the account. Click Finish to begin using this account.

If prompted to edit/modify your transmission information, click No.

### Next Step

You are now ready to import data.

Next: [Import Data >>](#)

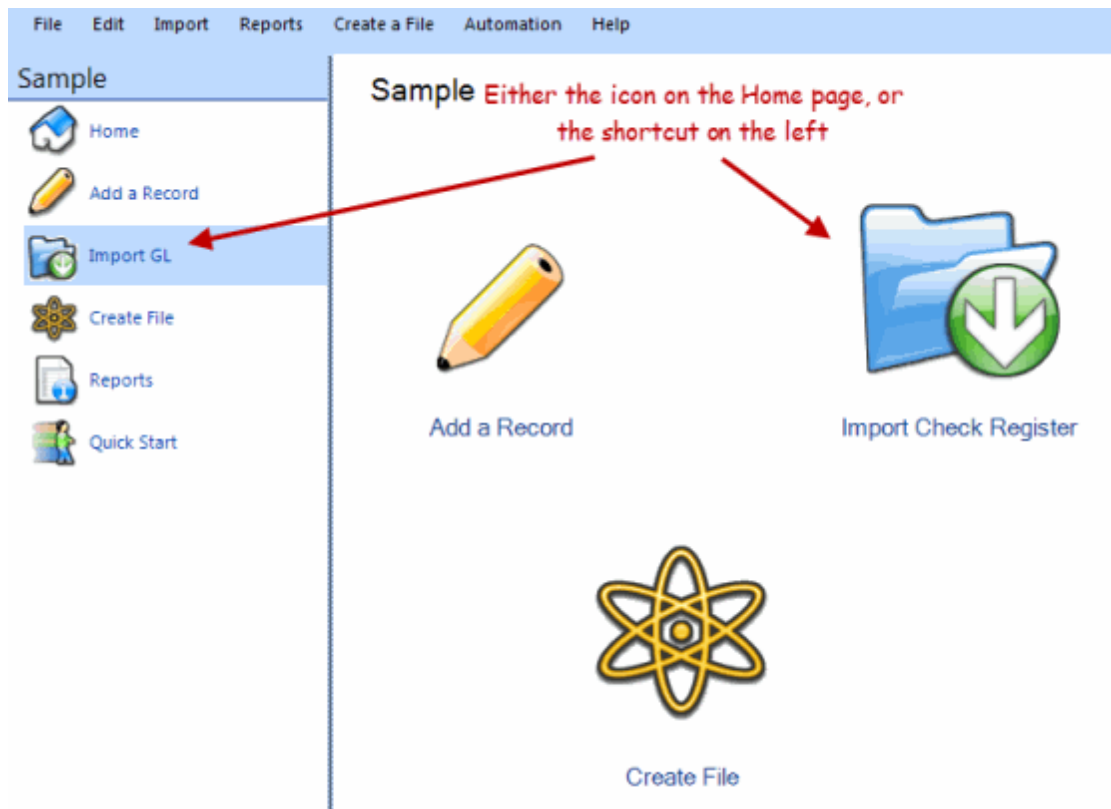
## 1.2.4 Import Data

### Obtaining Import Data

Before importing transaction files into Bank Positive Pay, they must be obtained from your accounting package. The exact process depends on the package, but in general you will run an appropriate report, such as a check register, for a given date range and then export this report to an Excel spreadsheet or CSV file. For more information or assistance in this, contact your corporate IT.

### Importing Transactions

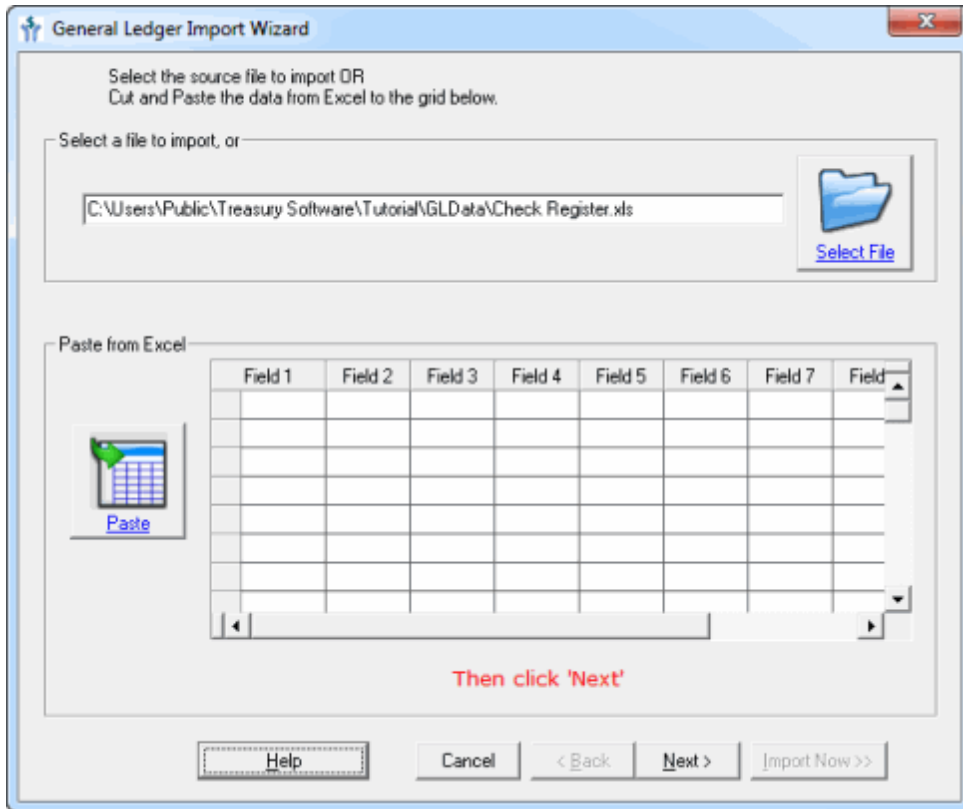
Click on Import Transactions from the left hand navigation pane to begin the Import Wizard. You can also start the Import Wizard by clicking the Import Transactions icon in the center of the homepage.



Click the Open Folder Icon on the General Ledger Import Wizard.

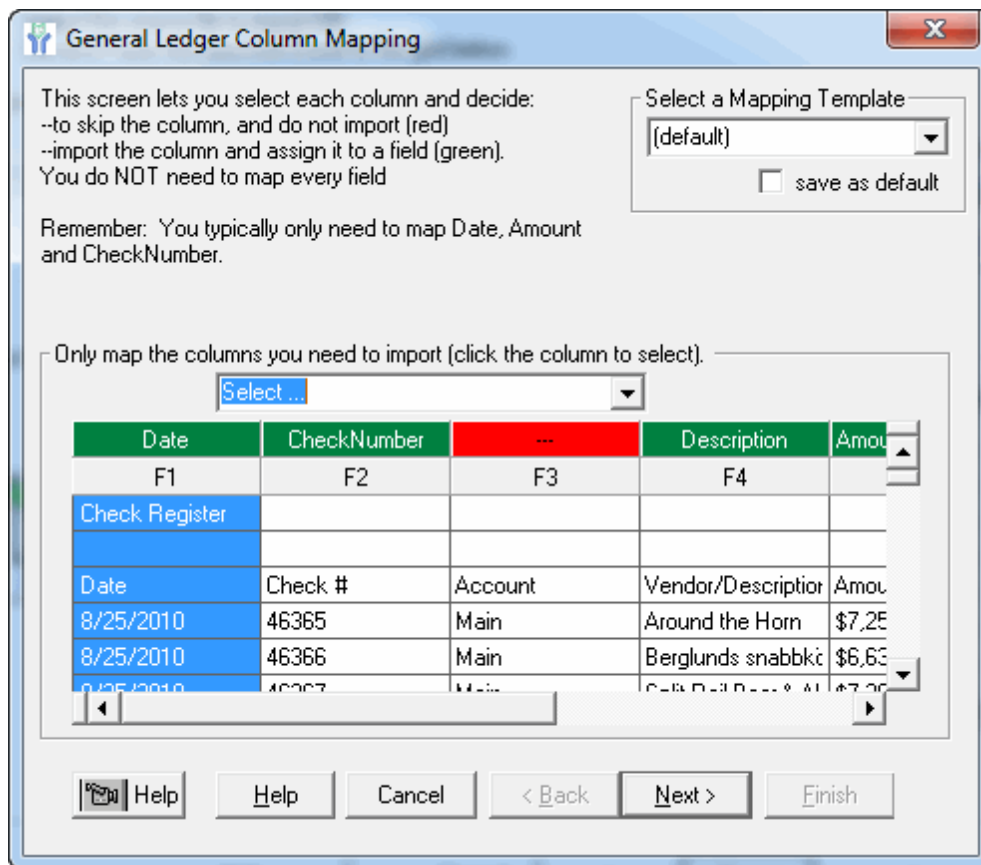
Select your file to Import and click Open. Common file types are Excel and comma delimited (csv) files.

Click Next.



### Mapping

The Column Mapping screen allows the user to tell the File Formatter what information is in each column on the import file. Simply Highlight a column, and select the appropriate column mapping from the drop down for the data.



After selecting the Column Mapping, the section about the column names (F1, F2, F3, etc) will switch from Red to Green and list the selected mapping.

Repeat this for all required columns. The required fields are Date, Check number, Amount and Payee (description). When all the necessary columns are mapped, click next to continue the Import Wizard.

#### Use Amount\_Reverse\_Sign when needed

Negative amounts decrease your balance, and represent checks issued.

Positive amounts increase your balance, and typically represent voided checks..

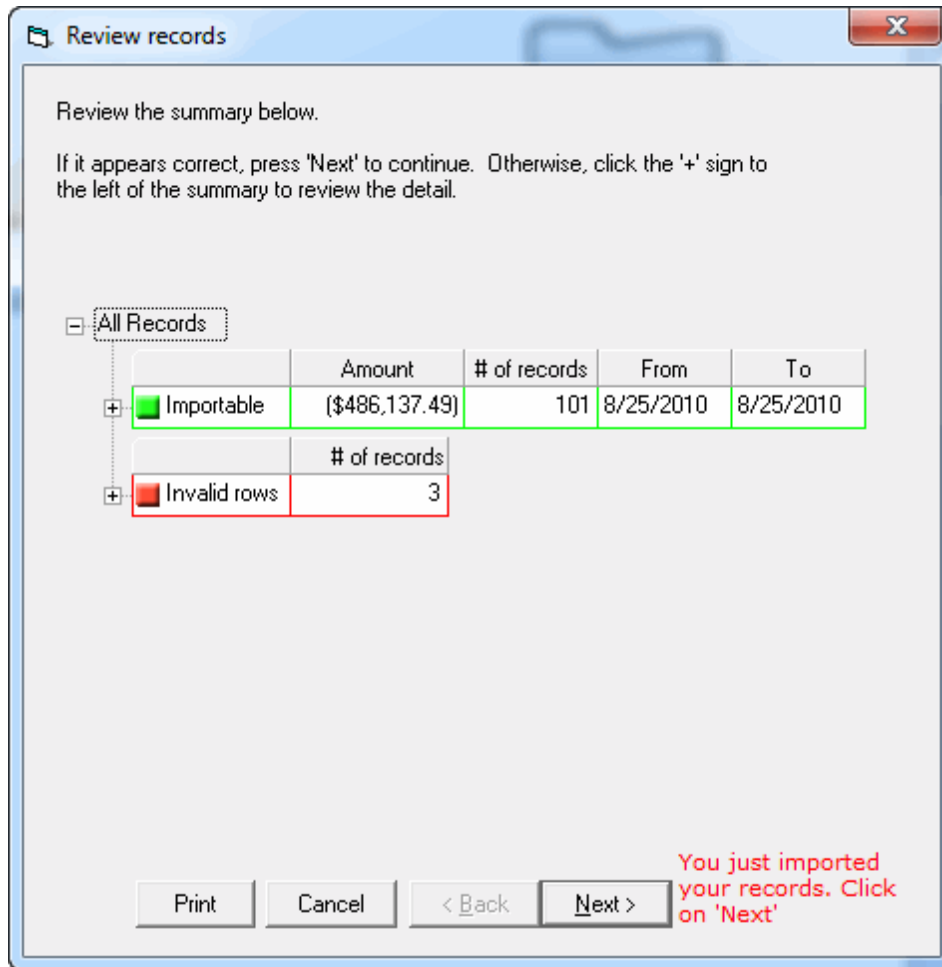
If the Excel or other file that you are importing is displaying the amounts in positive format, and the transactions represent checks issued - then map the field as Amount\_Reverse\_Sign. This has the effect of multiplying the amount by a negative 1.

#### Review Records

This screen will display a list of the importable rows and invalid rows. To review the list of Importable Records, click on the "+" sign as shown below.

If the "Amount" and "# of Records" columns are correct, click Next and go to [Finish](#).

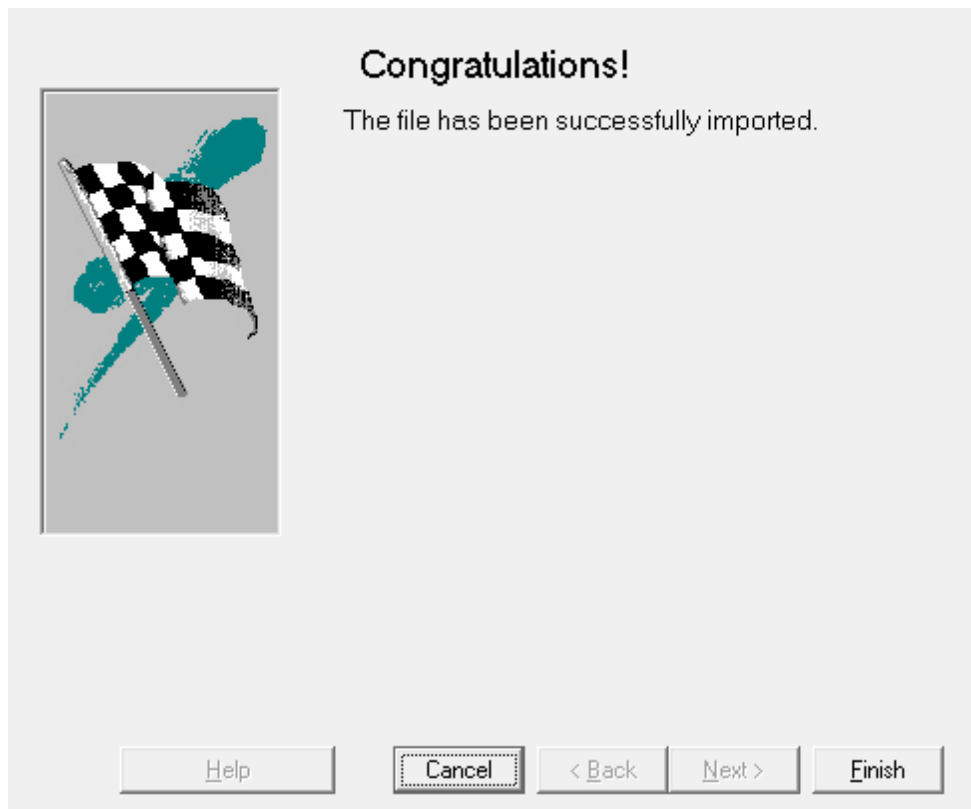
The grid will display the importable transactions and the basic information.



The Invalid Rows section will list all rows that will not be imported. The software will automatically mark Header rows, footer rows, summation lines, and blank lines as invalid. For each row that is invalid, a check mark will be placed in the appropriate column indicating why the row was invalid.

Once you have verified the importable information is accurate, click Next. If you wish to Cancel the import process and try again, simply hit Cancel.

Click Finish to complete the Import Wizard.



### Next Step

You are now ready to create and transmit your file.

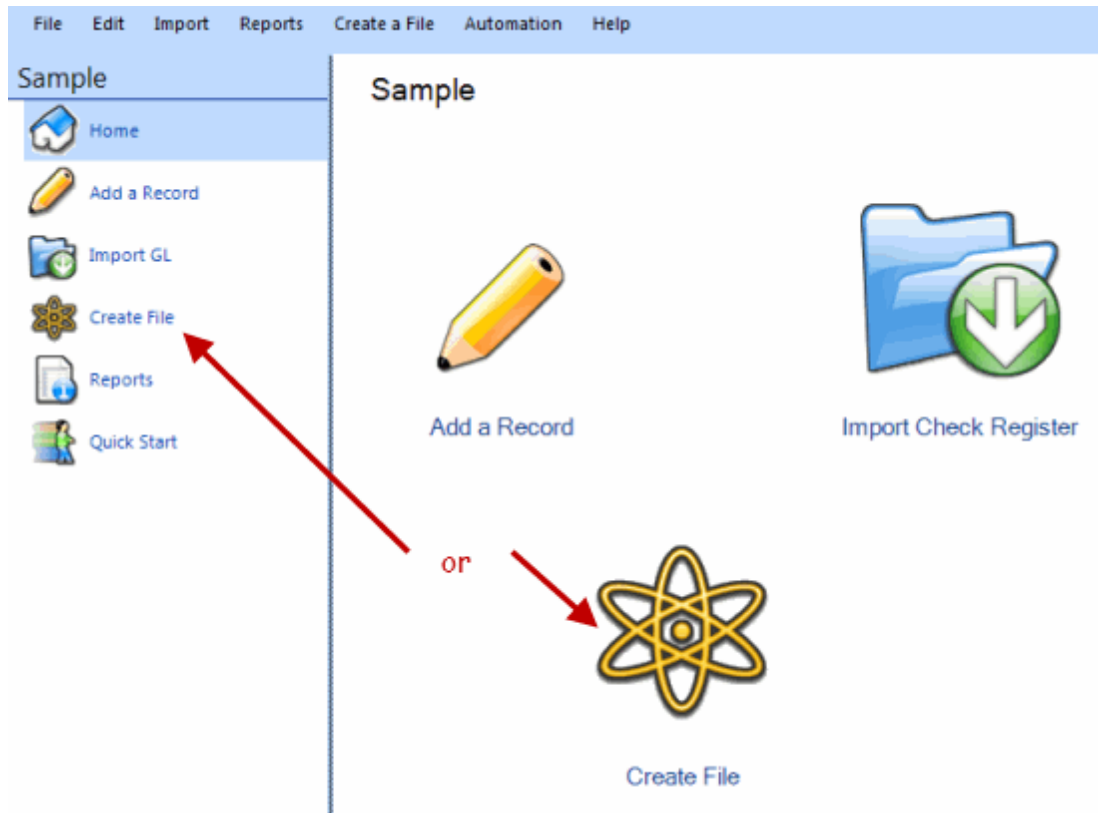
Next: [Create and transmit the issue file >>](#)

## 1.2.5 Create and Transmit File

### Create and Transmit the issue File

You are now ready for the final step: creating the transmission file and transmitting to the bank.

Click on Create File from the left hand navigation pane or alternatively, click the Create File button in the center of the homepage.



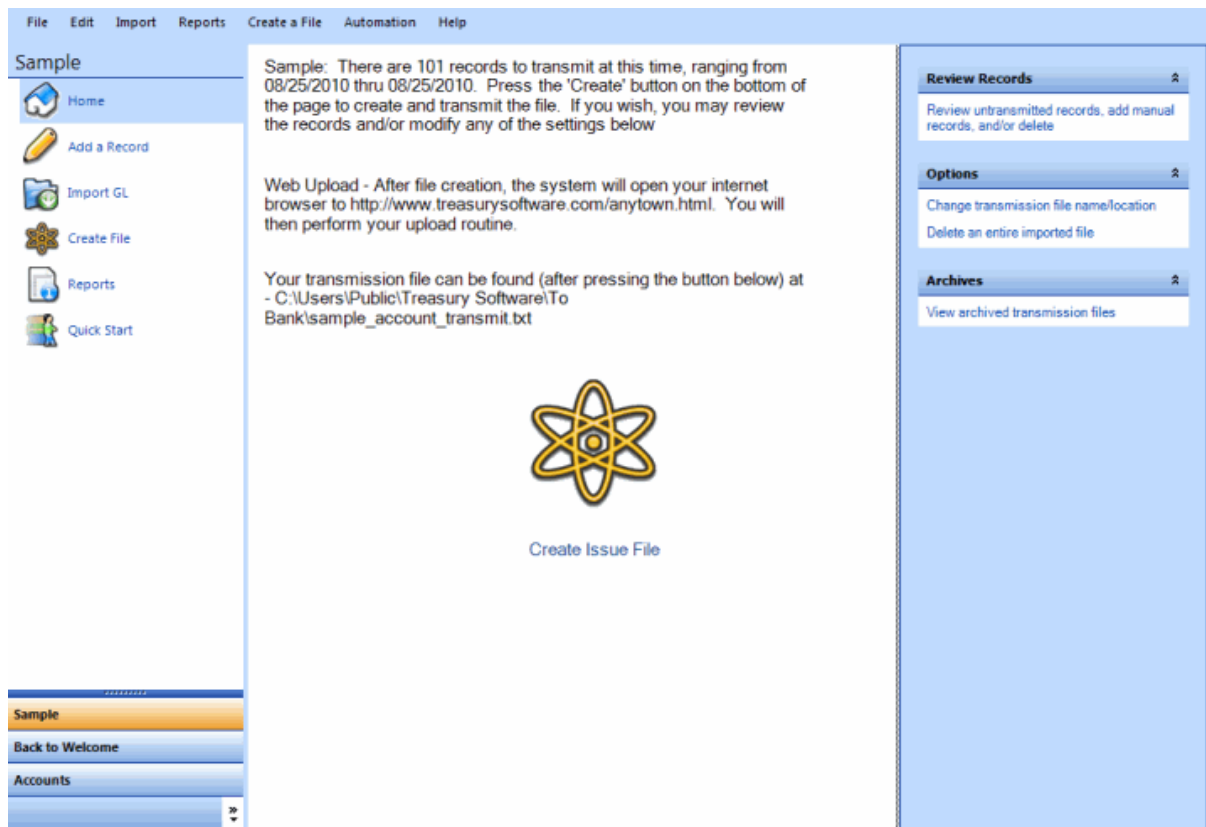
The Create File screen is where the file to be uploaded is created.

The second paragraph lists the transmission method. In almost all cases, you will upload your file to your bank through their website. A transmission method of None will create the positive pay file, at which point you should log on to your bank's website and submit it to them. Your bank will provide you with instructions for doing so.

The third paragraph displays where the Transmission File will be saved. The default location for the file is the C:\Program Files\Treasury Software\Treasury Desktop\To Bank directory (on XP) or C:\Users\Public\Treasury Software\To Bank (on Vista). The default file name is the name of the account, followed by an underscore and the word 'transmit'. The file will always have a .TXT file extension. For example, the account named Payroll would create a transmit file named Payroll\_transmit.txt.

The Review Records link on the Right Side Explorer Bar allows you to access the Reports Section for review or deletion of Records

Click Create ACH File to create the file.



Positive Pay will ask if you want to view the file. Select Yes if you want to verify the format or review the file. Otherwise click No.

At this point, transmit the file to your bank using their procedures.

Congratulations! You have completed your first transmission file.

If you have any questions, please consult our FAQ. This contains answers to many common questions from first-time users.

### Next Step

Review our FAQ for answers to many common questions.

Next: [FAQ >>](#)

## 1.2.6 Getting Started FAQ

### Frequently Asked Questions

Q) Do I use Amount or Amount\_Reverse\_Sign?

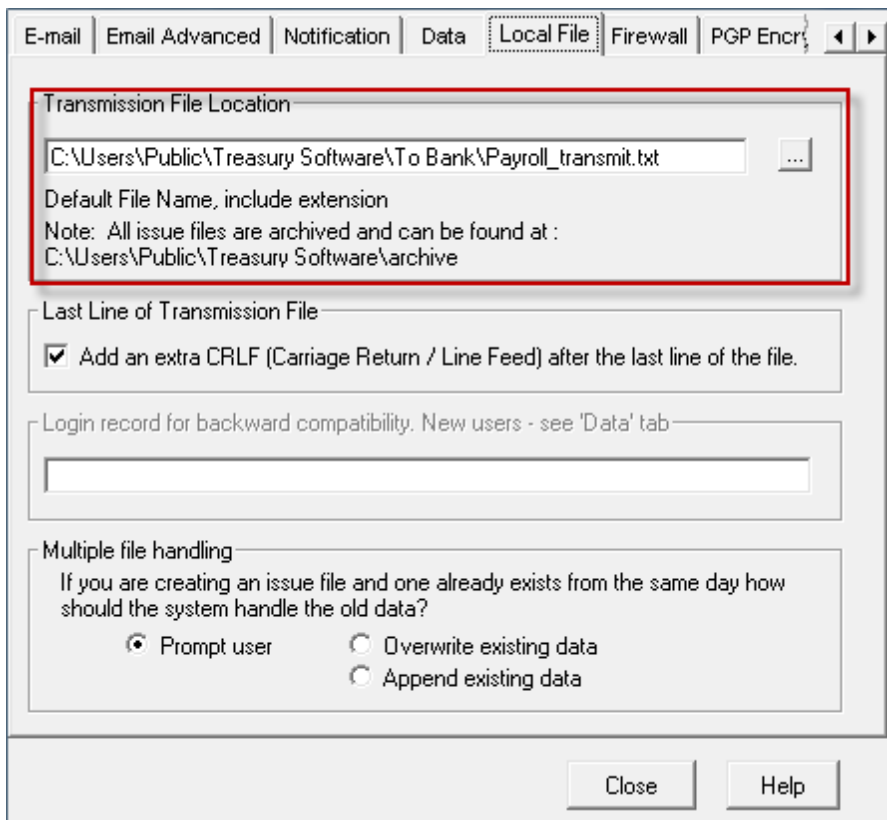
A) The sign of the amount field determines whether it is an issued (cut) check or a voided check.

Negative amounts decrease your account balance and represent issued / cut checks.  
Positive amounts increase your account balance and represent voided checks.

If this describes your import file (for example, you ran a check register and the amounts in your import file are positive, use 'Amount\_Reverse\_Sign'.

**Q) How do I change where the transmission file is saved?**

A) File>Options>Transmit to Bank. Select the Local File tab, and modify the Transmission file location by clicking the button on the right side. The Transmission File Location must include both a file name and extension (.TXT)



**Q) How do I delete a record?**

A) Run a report and select the record(s) in the grid, and click the Red X on the toolbar.

View User Layouts Export Actions Add Edit

Untransmitted ACH Records All Periods From: 01/01/1990 To: 12/31/2021 Run

Drag a column header here to group by that column

Date	Amount	Name	ID_Number	Import_Number	Transmission_Log
10/09/2008	-\$7,817.58	Que Delicia		100	0
10/09/2008	-\$7,251.52	Around the Horn		100	0
10/09/2008	-\$4,150.33	Bottom-Dollar M...		100	0
10/09/2008	-\$539.06	Bottom-Dollar M...		100	0
10/09/2008	-\$2,873.06	Wartian Herkku		100	0
10/09/2008	-\$3,374.54	La maison d'Asie		100	0
10/09/2008	-\$8,057.55	Familia Arquibal...		100	0
10/09/2008	-\$9,797.61	Hungry Coyote L...		100	0
10/09/2008	-\$7,242.81	Wartian Herkku		100	0
10/09/2008	-\$5,229.45	Simons bistro		100	0
10/09/2008	-\$9,346.93	QUICK-Stop		100	0
10/09/2008	-\$8,320.96	Folies gourmand...		100	0
10/09/2008	-\$3,050.25	Wellington Impor...		100	0
10/09/2008	-\$4,112.92	Ottiles Käselad...		100	0
10/09/2008	-\$3,088.33	Franchi S.p.A.		100	0
10/09/2008	-\$908.02	Gourmet Lancho...		100	0

**Q) How can I delete an entire import?**

A) An entire import can be deleted. Select Reports, and select the Import Logs Report. Click Run. Highlight the import you wish to delete and click the Red X on the toolbar. Deleting an import will remove all records from that import file.

Import_Number	Imported On	From	To	Count	Amount	File Name
100	10/08/2008 11:...	10/09/2008	10/09/2008	101	-\$487,614.25	ACH_with_Ac

## 1.3 File Creation and Transmission

### Creating a transmission file

From the Home Page, click on the 'Create File' icon.



Add a Record



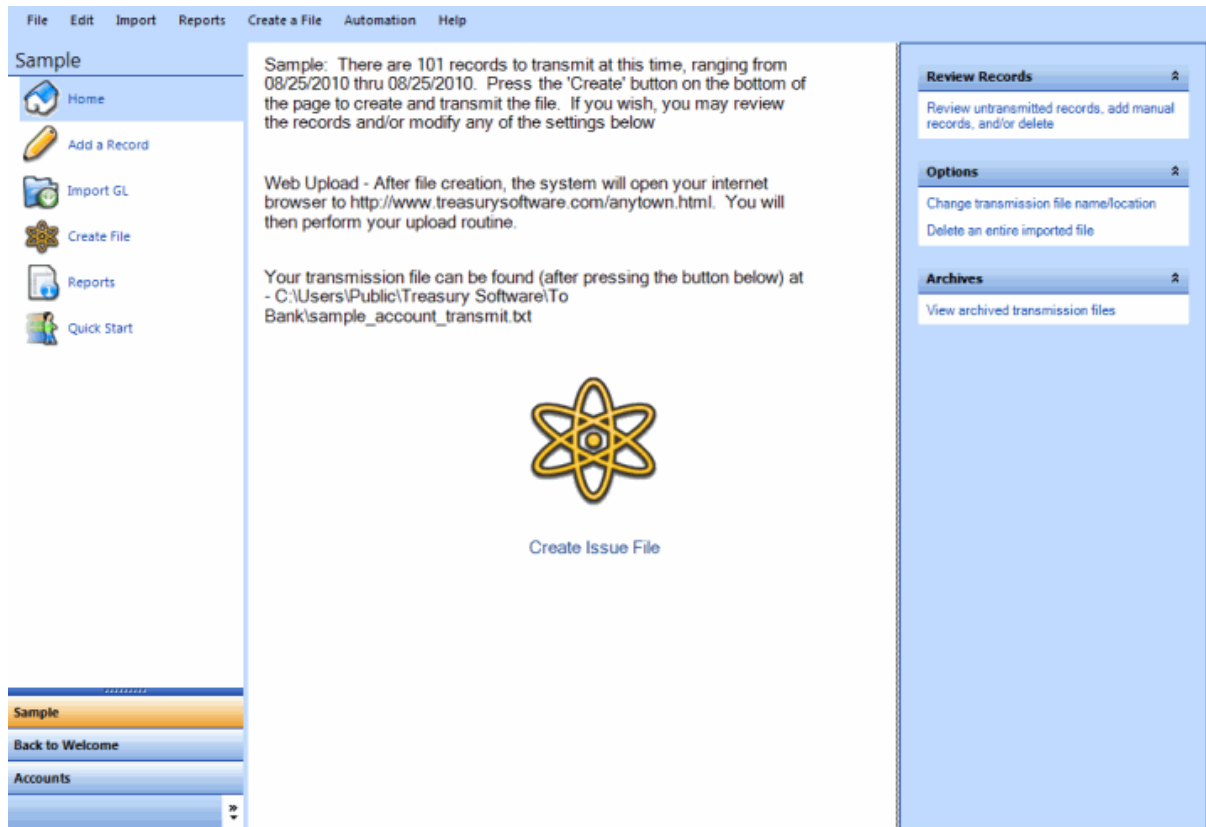
Import Check Register



Create File



The Create File screen (below) will be displayed.



To create and transmit the file, click



A dialog box will appear asking if you wish to view the created file. Click Yes to view the file. Note: You can always view the file later.

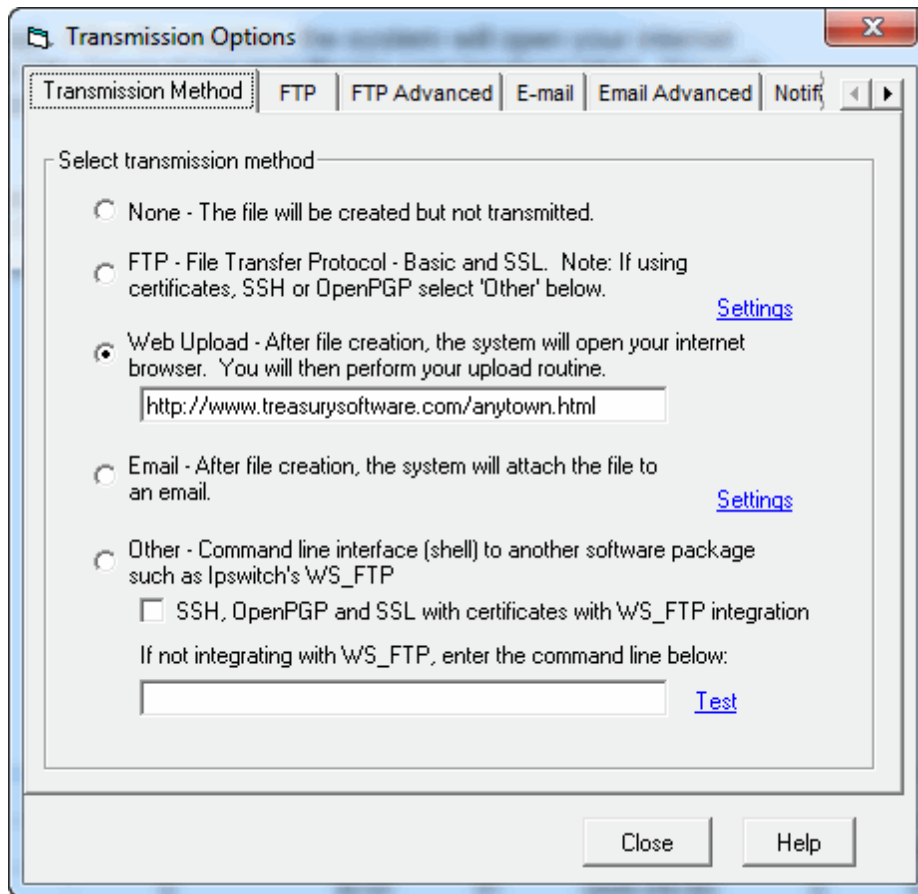
The file creation and transmission is now complete.

### 1.3.1 Transmission Methods

#### Overview

There are five choices available as transmission method. See [Changing File Transmission Method](#) to learn how to change methods.

The method you use is based primarily on how your bank requires the file to be transmitted and secondarily, on your company's policies regarding electronic fund transfers.



## Methods

- None** The ACH file will be created and archived, but it will not be transmitted. You must transmit the file manually.
- FTP** After creation, ACH Universal will transmit the file to the FTP server you specify. This should be your bank's FTP server. Contact your bank for information on their requirements.
- Web Upload** After creation, your default Internet browser will be started to a specified web page that corresponds to your bank's upload portal. Upload the created file.
- Email** ACH Universal will email the created file as an attachment to the email addresses specified. This method is not recommended as it is unsecured.
- Other** For backward compatibility only. Used to transmit the file using modem commands.

By default, ACH Universal will use Web Upload and load a generic page on the Treasury Software website. See [Changing File Transmission Method](#) to set up the transmission method as required by your bank.

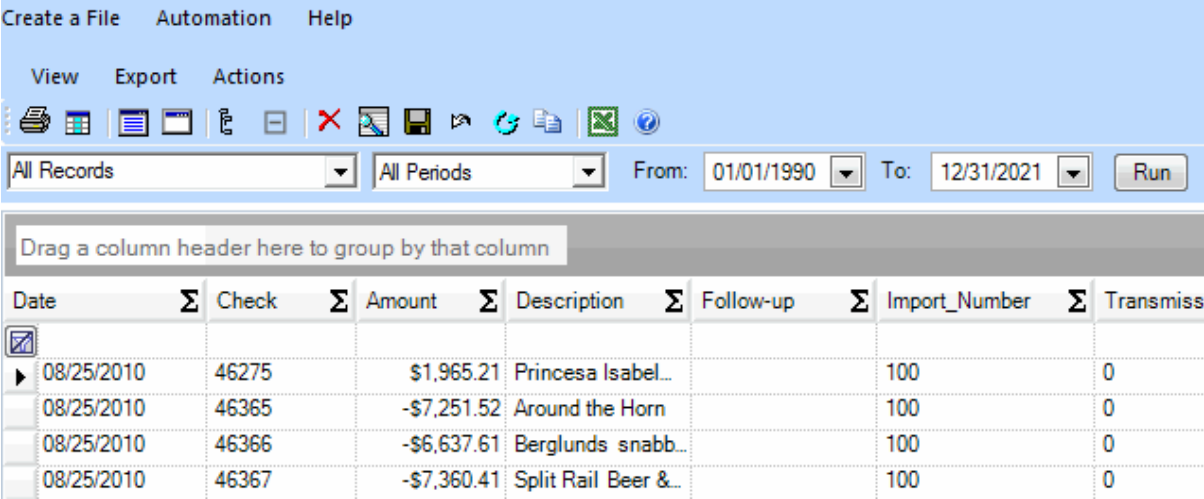
## 1.4 Reporting

### Reporting

Positive Pay has a wide selection of industry standard reports which include transactions, profile listings, audit trail logs and more.

#### Basic

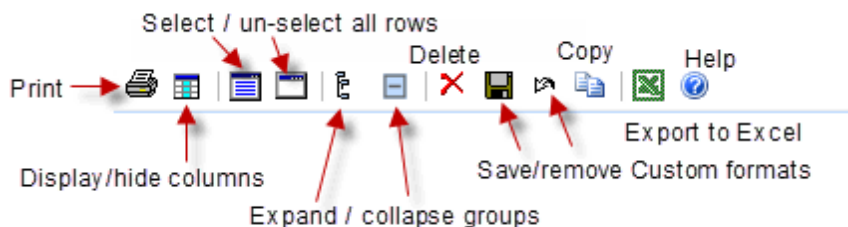
To run a report - select a report, then a period (if applicable), then click 'Run'.



The screenshot shows a software interface for generating reports. At the top, there are menu options: 'Create a File', 'Automation', and 'Help'. Below these are sub-menus: 'View', 'Export', and 'Actions'. A toolbar contains several icons for file operations and data management. Below the toolbar, there are two dropdown menus: 'All Records' and 'All Periods'. To the right of these are 'From:' and 'To:' date pickers, with values '01/01/1990' and '12/31/2021' respectively, and a 'Run' button. Below this is a grey bar with the text 'Drag a column header here to group by that column'. The main area is a data table with the following columns: Date, Check, Amount, Description, Follow-up, Import\_Number, and Transmiss. The table contains four rows of data for the date 08/25/2010.

Date	Check	Amount	Description	Follow-up	Import_Number	Transmiss
08/25/2010	46275	\$1,965.21	Princesa Isabel...		100	0
08/25/2010	46365	-\$7,251.52	Around the Horn		100	0
08/25/2010	46366	-\$6,637.61	Berglunds snabb...		100	0
08/25/2010	46367	-\$7,360.41	Split Rail Beer &...		100	0

#### From the toolbar icons, you can



#### Features

Once you've run a report, you can change the :

- Columns - add, remove, move, sort
- Grouping - 'Outlook-style' grouping
- Filtering - 'Excel-style' filtering

and save your changes for use next time.

### 1.4.1 General Usage

#### Customizing Fields

You can arrange the fields in any order. To do so, click and drag the column header to its new location.

Date	Amount	Name	ID_Number	Import_Number	SEC_Code	Transmission_Log	ABA_Routing_Nu
10/09/2008	-\$7,817.58	Que Delicia		100	PPD	0	903439079
10/09/2008	-\$7,251.52	Around the Horn		100	PPD	0	248238184
10/09/2008	-\$4,150.33	Bottom-Dollar M...		100	PPD	0	549040602
10/09/2008	-\$539.06	Bottom-Dollar M...		100	PPD	0	549040602
10/09/2008	-\$2,873.06	Wartian Herkku		100	PPD	0	587900542
10/09/2008	-\$3,374.54	La maison d'Asie		100	PPD	0	609254875
10/09/2008	-\$8,057.55	Familia Arquibal...		100	PPD	0	780873395
10/09/2008	-\$9,797.61	Hungry Coyote L...		100	PPD	0	774472838
10/09/2008	-\$7,242.81	Wartian Herkku		100	PPD	0	587900542
10/09/2008	-\$5,229.45	Simons bistro		100	PPD	0	849508886
10/09/2008	-\$9,346.93	QUICK-Stop		100	PPD	0	252957671
10/09/2008	-\$8,320.96	Folies gourmand...		100	PPD	0	966546323
10/09/2008	-\$3,050.25	Wellington Impor...		100	PPD	0	270000979

### Custom Layouts

If you prefer your report differently than the default displayed, simply modify the report to the way you want it.

The saved layout will retain all information in the current report, including filters, groupings, summary information, and field order.

Afterwards, click on the 'Save' icon.

The next time you run the report, it will displayed per your settings.

Note: To remove the custom layout - click the 'Remove' icon, just to the right of the 'Save' icon.

## 1.4.2 Grouping Data

### Grouping Data

Reports are only useful if they can be interpreted quickly and accurately. It is both cumbersome and error-prone to be forced to scroll through tens or hundreds of records looking for certain ones.

Advanced Reporting allows you to group report data on many different fields to see a breakdown by category.

In Figure 1 (below), the Advanced Reporting grid is displaying the All Records report.



All Records		All Periods		From:	To:	Run Report
Date						
Check	Amount	Description	Follow-up	Import_Number	Transmission_Number	
=	=	A	A	=	=	
Date : 8/10/2007 (1 item)						
Check	Amount	Description	Follow-up	Import_Number	Transmission_Number	
40018	-\$7,390.98	Around the Horn		100	1	
Date : 8/10/2007 (1 item)						
Check	Amount	Description	Follow-up	Import_Number	Transmission_Number	
40159	-\$6,765.26	Berglunds snabb...		100	1	
Date : 8/10/2007 (3 items)						
Check	Amount	Description	Follow-up	Import_Number	Transmission_Number	
40589	-\$7,501.96	Split Rail Beer &...		100	1	
40601	-\$971.52	Familia Arquibal...		100	1	
40608	-\$7,171.85	Santé Gourmet		100	1	

Figure 1

In this case, the records are grouped by Date. To create a grouping, drag the header into the gray bar. It is possible to create multiple groupings. For example, to group by company name inside the date grouping, drag the Description header onto the gray bar. To un-group, drag the header from the bar to a position in the header row.


### Selecting fields

The number of usable fields depends on your data. Follow the steps below to select the specific fields you wish to view in a report. These fields are retained in a user layout.

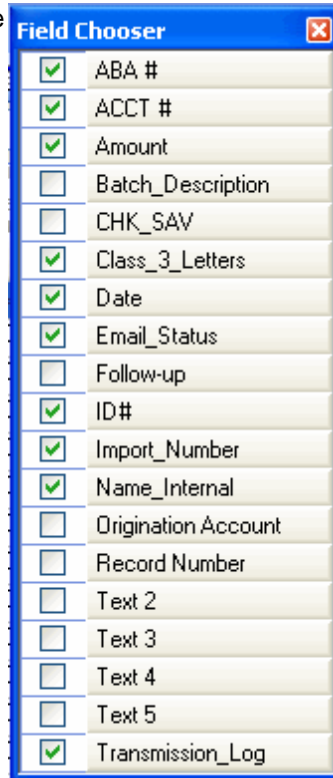
There are two ways to open the Field Chooser. One method is to click the  button on the toolbar. The other is to click the  button in the upper left hand corner of the report grid. Either way, the Field Chooser will be displayed (Figure 2 below).

To make a field visible in the report grid, enable the checkbox.

To hide a field, clear the checkbox.

When finished, click  to close the Field Chooser and apply your changes.

Your changes will be immediately reflected in the report grid.



Field Chooser	
<input checked="" type="checkbox"/>	ABA #
<input checked="" type="checkbox"/>	ACCT #
<input checked="" type="checkbox"/>	Amount
<input type="checkbox"/>	Batch_Description
<input type="checkbox"/>	CHK_SAV
<input checked="" type="checkbox"/>	Class_3_Letters
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Email_Status
<input type="checkbox"/>	Follow-up
<input checked="" type="checkbox"/>	ID#
<input checked="" type="checkbox"/>	Import_Number
<input checked="" type="checkbox"/>	Name_Internal
<input type="checkbox"/>	Origination Account
<input type="checkbox"/>	Record Number
<input type="checkbox"/>	Text 2
<input type="checkbox"/>	Text 3
<input type="checkbox"/>	Text 4
<input type="checkbox"/>	Text 5
<input checked="" type="checkbox"/>	Transmission_Log

### 1.4.3 Filtering Data

#### Filtering Data

Immediately below the column headers is the filter row. Each field in the report can have its own filter. Select the type of filter for the field and then enter the filter text into the appropriate box.

#### Selecting Type of Filter

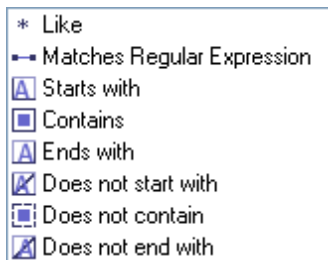
For each field you want to filter, click the corresponding  button. This will display the filter choices.

For numerical filtering, your options are:

=	Equals
≠	Does not equal
<	Less than
≤	Less than or equal to
>	Greater than
≥	Greater than or equal to

Note: The comparisons are based on the sign of the data. For example, if you want to see issued checks larger than \$10,000 and all issued checks have negative signs, create a filter of "Less than" and enter -\$10000 as the amount.

For textual filtering, your options are all the above, plus:



Textual comparisons use simple text searches for the filter text, with the exception of "Matches Regular Expression" which uses regular expressions to create matches. Regular expressions, while powerful, create an extra layer of complexity and normally are not needed for basic text filtering.

### Entering Filter Data

In the textbox next to the filter type button, enter your filter criteria. As you type, the data in the report will be filtered automatically.

### Summarizing Data

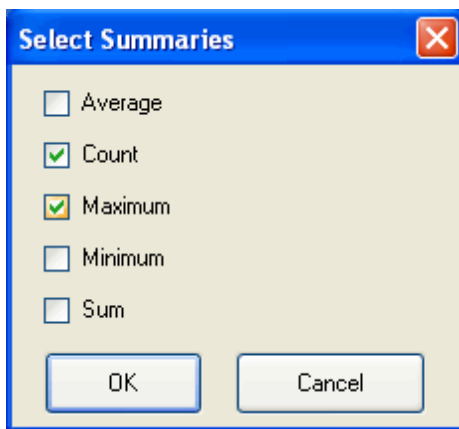
Advanced Reporting also provides the ability to create data summaries for any fields you wish. The summary information available is:

- Count (number of records)
- Minimum
- Maximum
- Sum
- Average

These summaries are stored as a part of user layouts and can be exported with the report data if you wish to retain them.

To turn on summaries, select View from the main menu, then Enable Summary. A  $\Sigma$  will be displayed in each field. To enable summary information for a field, click the  $\Sigma$  in the field header.

The Select Summaries box will be displayed. Below is the box for the Amount field. All other fields have Count, Maximum, and Minimum available.



To turn on a summary value, enable the checkbox. When finished, click OK.

The summary information will be displayed after the last row of report data.

	-\$3,050.25
	-\$1,234.25
Maximum =	-539.06
Count =	101

To turn off summaries, select View from the main menu, then Disable Summaries. Summaries are stored as a part of the user layout. Summaries are automatically disabled when you switch reports.

## 1.4.4 Exporting Data

### Exporting Data

Your report data can be exported from Advanced Reporting to an Excel spreadsheet or a CSV file. Note: You can export to Excel without having Excel installed, but it must be installed in order to view the exported file.

All export options are accessible through the Export option on the main menu. These options are:

Excel Export - All Records	Export all displayed records. Records filtered out will not be included. All visible columns will be exported.
Excel 'Copy' - Selected Records	Export all manually selected records. All visible columns will be exported.
CSV Export - All Records	Same as Excel Export- All Records, but exports to a CSV file
CSV Export - Selected Records	Same as Excel 'Copy' - Selected Records, but exports to a CSV file
Data Dump - All Records, All Columns	Exports all records (regardless of filter) and all columns (visible and not visible) to a txt file.

Also under the Export menu is the option "Open Excel when exporting to Excel or CSV." Leave this checked if you wish to load the exported file immediately in Excel (Note: Excel must be installed). To export to a file but not view the file, select the option to uncheck it.

## 1.5 Automation and Integration

### Overview

Automation tools are used to enable greater processing efficiency. You can use the [Scheduler](#) to schedule file imports and transmissions. You can use Custom Import Menus to import either single files or entire directories and process everything with one simple mouse click.

## 1.5.1 Scheduler - Basic Automation

### Overview

The Scheduler is used to schedule single file imports and file transmission. If you need to schedule multiple files during the same routine, see Custom Import Menus.

### Process

There are two steps to scheduling an automated file import and transmission (from now on called a job).

1. Create the job. This would be the account to be used and the file to be imported.
2. Running the job. This instructs ACH Universal on time and frequency the job should be run.

### Create the job

Select Control Panel from the main menu. The Control Panel (Figure 1 below) will be displayed.

This window enables you to:  
 --import your data, transmit to the bank and backup for any, or all, of your accounts,  
 --automate these tasks with our scheduler,  
 --supports comma delimited (.csv), Excel (.xls) and Access (.mdb) files

Account	Import ACH Data		Transmit ACH	Backup/Publish	
Name	Import	Import ACH File Name	When	When	
Checking	<input type="checkbox"/>		No	No	
Payroll	<input type="checkbox"/>		No	No	
Sample	<input type="checkbox"/>		No	No	

Help View Logs Scheduler Run Now Close

Figure 1 - Control Panel

All the accounts are shown in the grid. In this case, Checking and Payroll have been created for live data. (Remember: Never use the Sample account for live data). They both can be scheduled to run at the same time, or you can choose to schedule just one account. Note: It is not possible to schedule them at different times and days using the Scheduler. See Custom Import Menus if you need this type of setup.

To create a job:

Enable the checkbox in the Import column of the account you wish to use.

Click the gray box under the Import ACH File Name to browse for the source file to be imported.

Select how you wish the system to handle transmission of the ACH file. Your choices are:

- No (ACH file is created, but not transmitted. You must transmit manually).
- Only when new records imported

- Yes, always (On every job, the file is transmitted using the method you set in

### Schedule the job

Click the Scheduler button.

A screen will pop up requiring a Windows username and password. The Scheduler will use this username and password to schedule the job. You may leave the password blank, but the job may not run due to lack of authorization as required by Windows.

After entering username and password, click Next.

The Scheduler will now be displayed (Figure 1 below).

Select Dates and Time

Monday       Friday  
 Tuesday       Saturday  
 Wednesday       Sunday  
 Thursday

8:00 AM  
Start Time

Repeat throughout the day

This machine must be ON at the scheduled time.

Delete    Help    Cancel    < Back    Next >    Finish

Figure 1 - Scheduler

To schedule a job to run once a day on certain days and at certain times, select the check boxes for each day and then enter the time in Start Time textbox.

If you need to schedule a job to run multiple times per day, click the "Repeat throughout the day" button.

Information shown in Figure 2 (below) will be displayed in the Scheduler window.

Repeat task throughout the day (will start at the 'Start Time' above)

Repeat task throughout the day

Every 1 hours

11:59 PM  
Until (end time)

Figure 2 - Repeat throughout day

Click the checkbox.

The job can be scheduled to run in increments of hours or minutes. Enter the length of time between job runs and then select hours or minutes from the dropdown box.

In the textbox on the right side, you can specify the end time for the schedule.

For example, ABC Company wants to run their job every 30 minutes, but only between 11 AM and 3PM.

In Figure 1, ABC would set the start time to 11:00 AM and choose the appropriate days. In Figure 2, ABC would enable the checkbox, then enter 30 into the first textbox, change dropdown to minutes, and put 3:00PM in the remaining textbox.

When completed, click Finish.

## 1.5.2 Software Integration Kit - Advanced

This section is devoted to accounting software developers and other third party developers (including end-users) who are looking to integrate Treasury Software applications into a seamless and automated process for their users.

Our Software Integration Kit (SIK), unlike most automation development kits, is included directly in the runtime edition - and is available to both power users and software developers in a Graphical User Interface.

Treasury Software's SIK includes full automation tools to seamlessly:

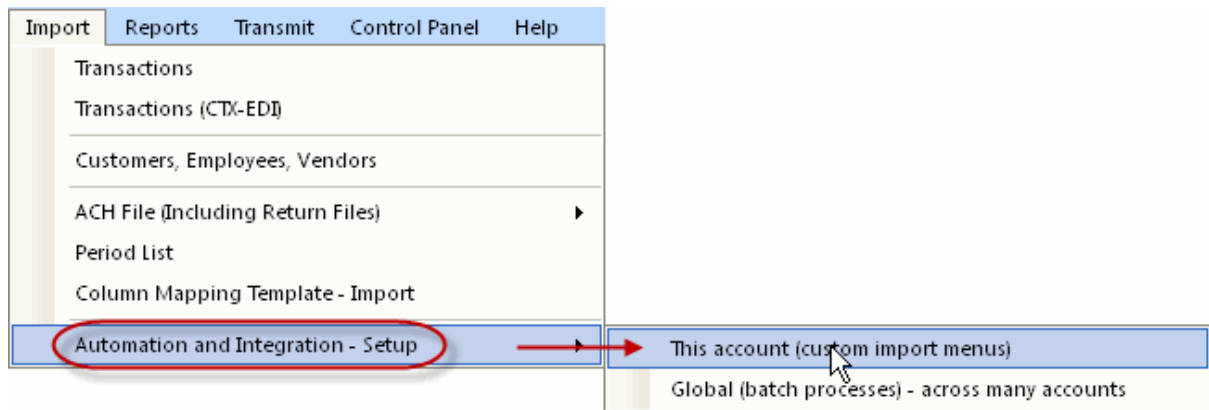
- import any file
- import all files within a directory
- archive (move) the imported files
- preserve the audit trail of archived files (append the file name of each file with a date/time stamp to insure that each file is uniquely named in the archive directory)
- provide summary reporting

and, of course

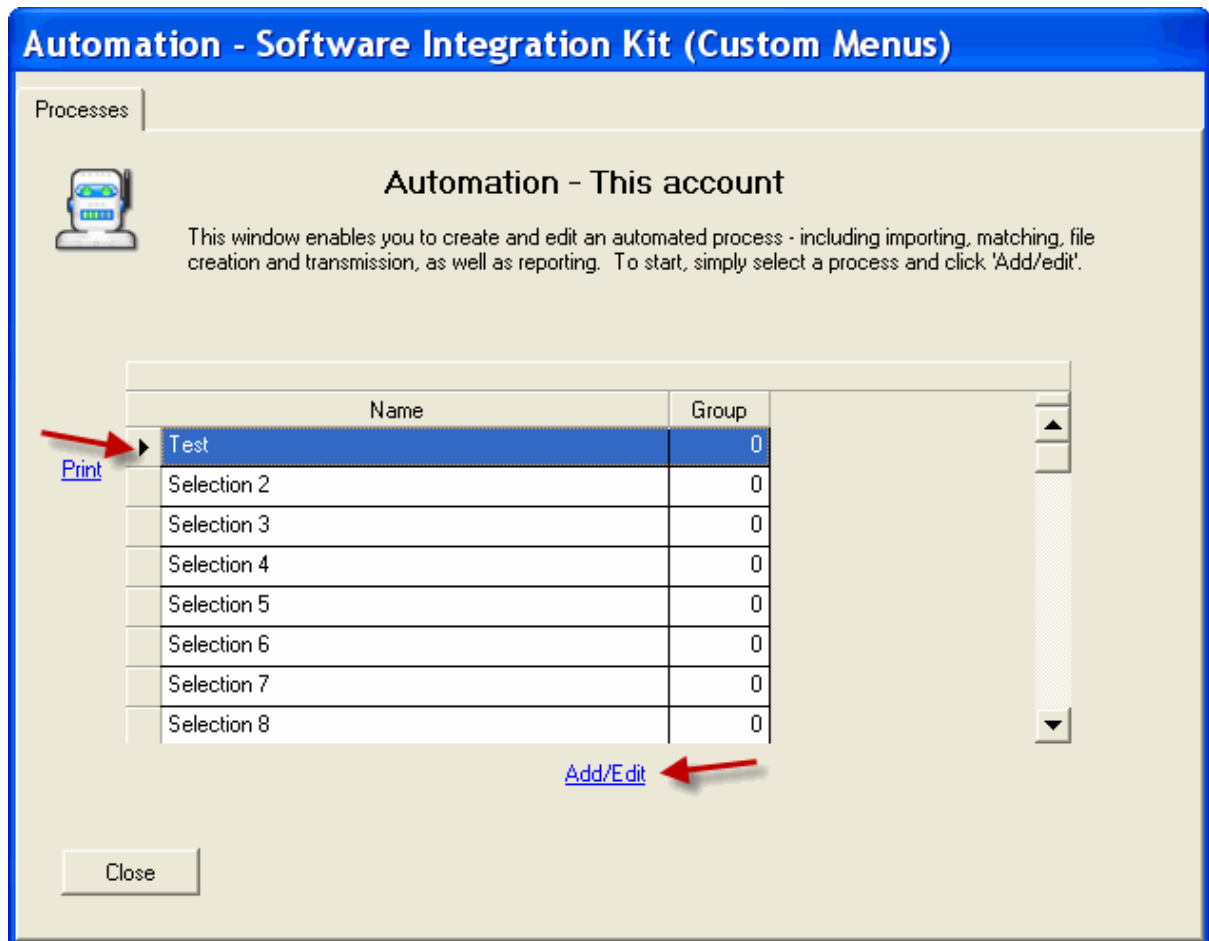
- perform any Treasury Software core module process including:
  - ACH and Positive Pay file creation
  - ACH and Positive Pay file transmission
  - Automated Transaction Matching (ATM) for bank reconciliation

Note: The Software Integration Kit is referenced as the 'Custom Import Menu Setup' in some documents - and will be used here interchangeably.

To access the Software Integration Kit (formerly called Custom Import Menus), from the main menu select Import > Automation and Integration - Setup > This account



You can have up to 20 integration routines per account. Select one that is not being used and click 'Add/Edit'.




### 1.5.2.1 Settings

#### Settings pages - Basic, Advanced and Automation

**Automation - Software Integration Kit (Custom Menus)**

Basic | **Automation** | Reports

 This window enables you to create custom import selections from the main menu. Typically used when multiple import files of different formats are imported, or to access advanced import functionality, such as importing entire subdirectories.

Visible as a menu choice (under the 'Import' selection) as:

What do you want to import? Delimited files only (BAI and ACH if selected on advanced page)

Single file  
 ...

All files in a folder - all have the same format  
 ...

Data has been placed into a SQL table by another process (advanced)

Select a mapping template Sequence #1

▼

This feature is available on select versions.

Visible - Check this box if you want this process to be available to the user from the main menu (Import submenu). This checkbox only drives visibility - it does not activate or inactivate a process.

#### What do you want to import?

File - select the file

Folder - point to a folder. Note: Each of the files should have the same format.

SQL Integration - 'Data has been placed into a SQL table by another process (see SQL Integration)

Tip:

If you only want to import one file, but the file name is dynamic (keeps changing), then use the folder option.

#### Mapping Templates

Each custom process has its own custom import layout. For example, here in the 1st process, the system defaults to the Custom Menu #1 template in the drop down list. The 2nd custom process will have a Custom Menu #2, and so on.

This enables each custom process to have its own file layout.

### Bank Reconciliation only

There will be two Custom Menu layout drop down lists. One is for the G/L (on the left), the other is for the Bank data (on the right). If automating both bank and G/L imports - create a separate process for each (and keep each set of files in a different folder if using the folder import).

### Fixed Width formats

If a fixed width files is to be imported, the file needs to be parsed. In a similar manner, a second row of drop down lists will be displayed - these are for fixed width files only. To display the second row of drop down lists, click on 'Unsupported file formats' hyperlink on the second page.

Select a mapping template

GL    
 Bank

This feature is available on select versions.

### Advanced - Second Page

## Automation - Software Integration Kit (Custom Menus)

Basic | **Advanced** | Automation | Reports

Archive

Archive - After importing, move file to the archive directory. Note: Fixed-width text files cannot be archived

...

Append archived file name with date

Append archived file name with time

File (data) format

Tabular - includes all Excel, comma delimited (csv) and tab delimited files

ACH File (use the Mapping Template 'ACH2Excel' in the prior tab)

ACH Return File (use the Mapping Template 'ACH Returns' in the prior tab)

BAI File [Unsupported formats](#)

Other Settings

Imported Amounts Need Decimals (divide by 100)

Override Mapping Requirements (Amount) - By default amount is required to be mapped. Used when importing non-financial data in conjunction with a custom project. Also used to suppress 'Void vs. Issued' check warning (when number of voids exceeds number of issues in an import).

### Archive

---

This is used to preserve the audit trail and keep the original import file available for future research and review.

The file is moved to the archive directory after a successful import. We recommend appending the file name with a date/time stamp, as this will make the file name unique, and insure that when the file is copied into the archive directory it will not over-write any existing files.

Note: Fixed width text files are not supported in the archive process.

Tip: Confirm that the user triggering the custom process will have rights/privileges to the archive directory - as it will be performed under their security profile.

### **File format**

Notes:

Tabular - includes Excel, comma delimited (csv) and tab delimited files.

Fixed width file notes:

Select tabular - and also click the hyperlink 'Unsupported file formats' to display the second row of mapping templates.

### **Automation - Third Page**

**Automation - Software Integration Kit (Custom Menus)**

Basic | Advanced | Automation | Reports

Automation from the command line requires an ACH Universal Pro Plus license.

Automating from the command line

Command Line Group #

Custom Action after import

Command line - This example triggers the Custom Import Menu group #1 (AUTO=1) for the 'sample' account.  
 c:\Program Files\TreasurySoftware\BRCOM.exe /ACCT="sample" /MENU /AUTO=1

- Account - /ACCT
- Include to activate - /MENU
- Group to use - /AUTO

Custom Date Formats

Use custom date formats below. Over-ride global settings.

Select a format

Select a delimiter  No delimiter  / (slash)  - (hyphen)  : (colon)

Embedded start position

### Command Line Group

This enables the process to be triggered from the Command Line Interface.

Processes are triggered by the numeric value set here. Therefore, all twenty processes could be called from a single command line - assuming all has the same value.

The basic syntax for the trigger is:

```
[path]\BRCOM.exe /ACCT="sample" /MENU /AUTO=1
```

- Account (database) - /ACCT
  - Include to activate (static to trigger) - /MENU
  - Group to use (numeric value in the Command Line Group number box)- /AUTO
- This example triggers the Custom Import Menu group #1 (AUTO=1) for the 'sample' account.

### Chaining multiple processes:

Select a numeric value in the Command Line Group number box. When passed to the program, it will trigger sequentially all custom menu selections with the same value.

Example:

You want to trigger three import processes and then create and transmit an ACH file.

Import process 1 - Import a single payroll file

Import process 2 - Import all trade payable files in a directory  
Import process 3 - Import all customer collection files in a directory

Create three separate custom menus, with all having the same Command Line Group number (1). As the processes are sequenced based on the process order (from the list top to bottom), make sure they are in sequence, as the last one will contain the automation process.

On Import process 3 (only), select the 'Custom Action After Import' to 'ACH File - Create and Transmit'.

#### **Custom Action after import**

This can be:

ACH File - Create and Transmit  
Positive Pay File - Create and Transmit  
Automated Transaction Matching  
Select as needed.

#### **Custom Date Formats**

Enables you to import non-standard date formats.

*Question - How do you know if the format is a custom format?*

Try opening the source file in Excel. If Excel opens the file and the date looks appropriate, you do not need to enter any settings. However, if Excel has a problem interpreting the date - so will Treasury Software.

### **1.5.2.2 SQL Integration**

#### **SQL Integration**

The SQL Integration feature enables other software systems to push data directly into a Treasury Software SQL Server (not SQL Express) based platform. This eliminates the need for 'pass-thru' files.

#### **Overview**

1. Push data into the Treasury Software holding table. The holding table exists in each SQL Server database.
2. Trigger Treasury Software to move the data from the holding table into a permanent table. The system is triggered to move data by the instructions and settings on this page.

This topic builds on the Software Integration Kit (SIK) documentation. Please refer to [Software Integration Kit \(SIK\)](#) for an overview, if you have not yet done so.

#### **Settings**

On the basic screen, select 'Data has been placed into a SQL table by another process'. Note: As the mapping templates are not used, you can leave the defaults.

On the advanced screen (not displayed), leave the default setting 'tabular'. Do not enable archiving as the system is not working with files.

On the Automation screen (not displayed), leave the Custom date feature off.

**Automation - Software Integration Kit (Custom Menus)**

Basic | Advanced | Automation | Reports

This window enables you to create custom import selections from the main menu. Typically used when multiple import files of different formats are imported, or to access advanced import functionality, such as importing entire subdirectories.

Visible as a menu choice (under the 'Import' selection) as: Selection 3

What do you want to import? Delimited files only (BAI and ACH if selected on advanced page)

Single file  
C:\

All files in a folder - all have the same format  
C:\

Data has been placed into a SQL table by another process (advanced)

Select a mapping template Sequence #3

GL Custom Menu 3  Bank Custom Menu 3

This feature is available on select versions.

Close Save

### 1. Push data into the Treasury Software holding table.

The following fields exist in each Treasury Software created SQL Server database. Note: All fields are text fields and located in the table tblHoldingGLIntegration. All are mandatory unless otherwise noted.

Field name	Description
<b>Mandatory fields</b>	
Amount	Can import as signed or absolute amounts, depending on whether or not you are supplying the Transaction Type codes. Regardless of sign, always include a decimal point as needed. Do not include commas or dollar signs. Either: 1. If Transaction codes are supplied in the ACH_CheckingorSavings field, enter all amounts in absolutes (positive). 2. If Transaction codes are NOT supplied, indicate whether the amount is a Debit (collecting funds, ie from clients) by signing it positive, or a Credit (paying funds, ie. employees and vendors) by signing it with a negative sign.
Date	The effective date, in MM/DD/YY format. Note: The month and day can be one or two digit, the year can be two or four digit. International format? - Use your local regional settings.
Description	Name of receiving party

Text1	Identification (ID#) of receiving party. Optional field.
ACH_Account	Bank Account number of receiving party
ACH_Routing_ABA	Routing number of receiving party
Class_3_Letters	Standard Entry Class code (PPD, CCD, etc....). Optional field.
ACH_CheckingorSavings	Numeric entry only. Either enter: 1. Simple checking (0) or savings (1) indicator or 2. Transaction codes (22, 27, 32, 37, etc...)

## 2. Trigger Treasury Software to move the data from the holding table into a permanent table.

Trigger the Software Integration Kit using any method (menu structure or command line interface) to move the data. Once the data is copied into the permanent table the data is automatically deleted from the holding table.

### Notes:

--Step 1 of the SQL Integration feature assumes that you have write permissions to the database.

--SQL Express databases by definition, will be unable to accommodate step 1 by their inability to grant access.

--Integration is part of the SQL Server add-on service pack. Contact your representative for a copy.

--This integration is designed to be run in an automated fashion. If you trigger the import manually via the menu structure - once you are at the review records screen, the records have been removed from the temporary holding table.

You can 'Cancel' and not commit them to the permanent table, but if you later choose to re-import the records, they will need to be re-populated into the temporary table.

### 1.5.2.3 Global batch processes - across many accounts

#### Global batch processes - across many accounts

In the previous pages, we discussed how to automate imports, archiving, file creation and transmission for a single account.

Here we will address the issue of performing the same task for multiple accounts.

The Global Batch Process saves you the 'pain' of writing batch commands or scripts to trigger processes in each account.

The system will start with command line group 1 and run the processes sequentially.

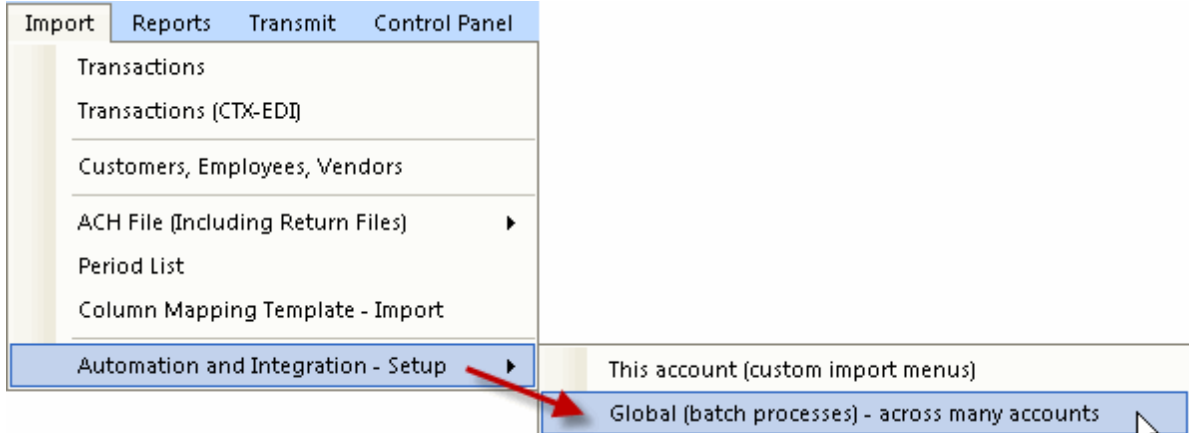
The advantages of using the Global Process over batch commands:

--no need for scripts

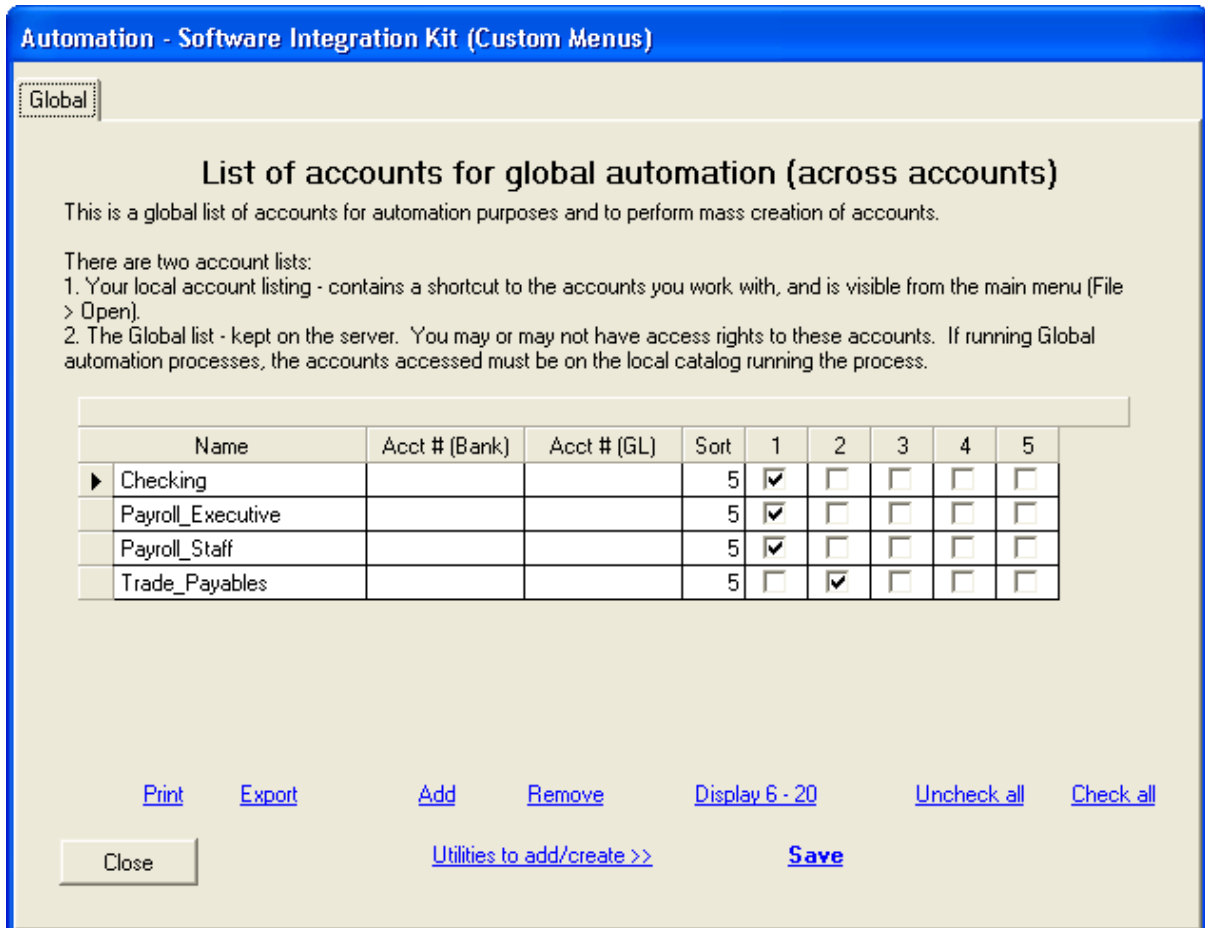
--no need to try to estimate how long each process will take - minimizes overall start-to-end processing time

--easy to trigger - table based.

Access the Global window from the Import sub-menu as below

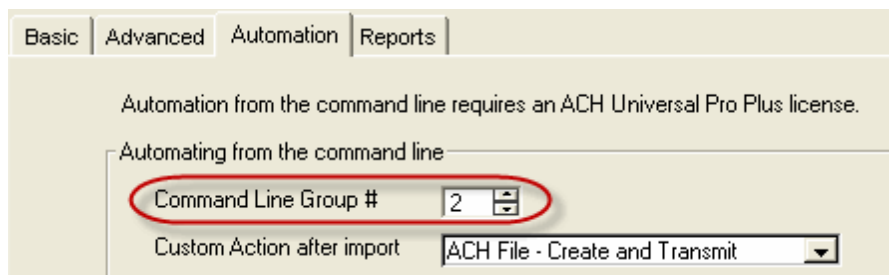


Automate across all accounts



In this example - the first three accounts are selected to run routines with a command line group number of 1, while only the Trade\_Payables account will run command line group number 2.

Did you forget what a command line group is?



Basic | Advanced | Automation | Reports

Automation from the command line requires an ACH Universal Pro Plus license.

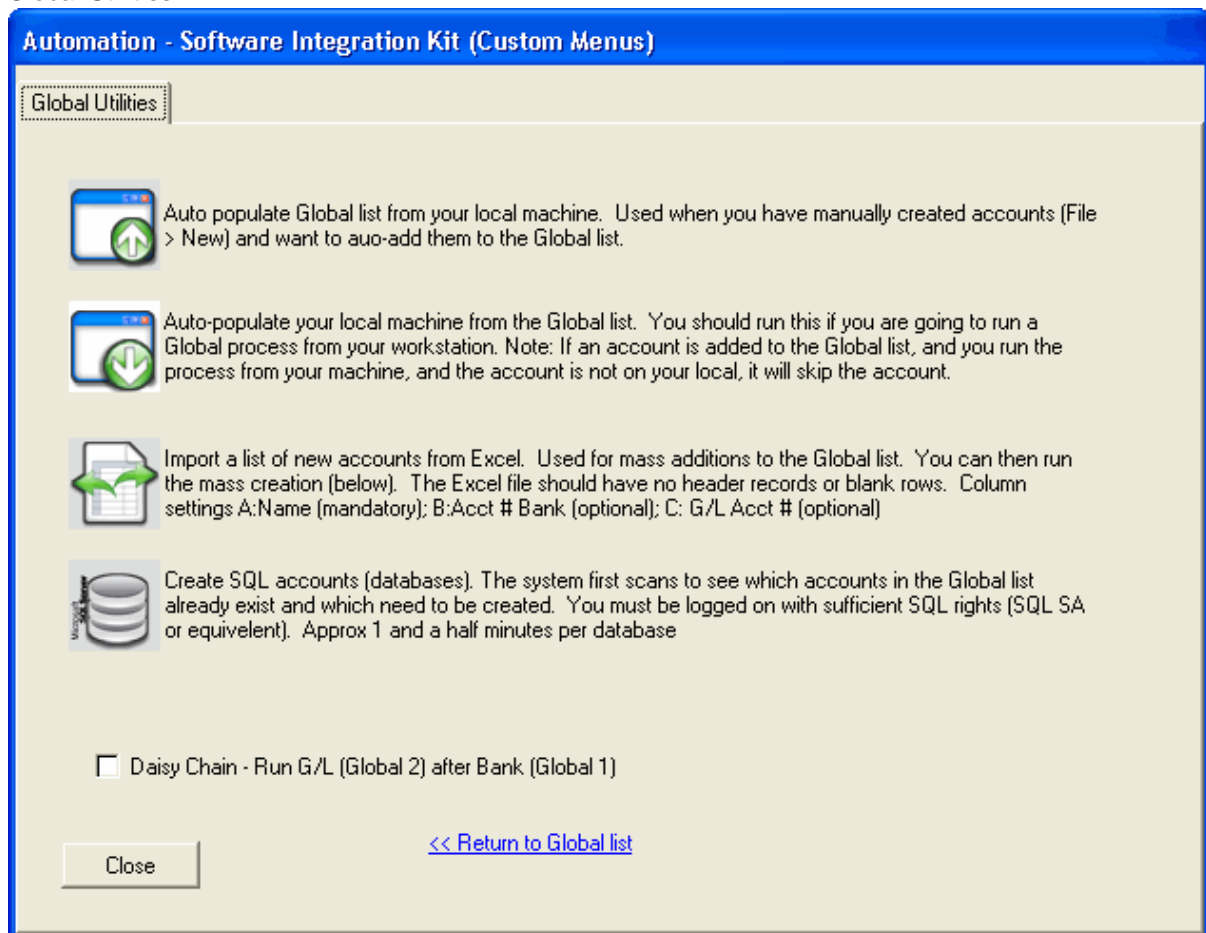
Automating from the command line

Command Line Group # 2

Custom Action after import ACH File - Create and Transmit





The command line group is set in each process and enables it to be called from a command line. Multiple processes can all share the same number.

### Global Utilities



Automation - Software Integration Kit (Custom Menus)

Global Utilities

-  Auto populate Global list from your local machine. Used when you have manually created accounts (File > New) and want to auto-add them to the Global list.
-  Auto-populate your local machine from the Global list. You should run this if you are going to run a Global process from your workstation. Note: If an account is added to the Global list, and you run the process from your machine, and the account is not on your local, it will skip the account.
-  Import a list of new accounts from Excel. Used for mass additions to the Global list. You can then run the mass creation (below). The Excel file should have no header records or blank rows. Column settings A:Name (mandatory); B:Acct # Bank (optional); C: G/L Acct # (optional)
-  Create SQL accounts (databases). The system first scans to see which accounts in the Global list already exist and which need to be created. You must be logged on with sufficient SQL rights (SQL SA or equivalent). Approx 1 and a half minutes per database

Daisy Chain - Run G/L (Global 2) after Bank (Global 1)

Close [<< Return to Global list](#)

The above utilities can be each be run anytime, as often as needed.

Daisy chain checkbox - used mostly in Bank Reconciliation, enables users to separate out bank processing from general ledger processing, due to the timing of when data files are received. ACH Universal and Positive Pay users can daisy chain the command lines as needed.

### Triggers

The syntax for the command line is (assuming default location and command line group 1):  
c:\Program Files\Treasury Software\Treasury Desktop\BRCOM /GLOB=1

This may be copied into a user's desktop shortcut for on-demand processing, or used in Windows Task Scheduler for after hours processing.

The GLOB=1 parameter indicates that it is process 1. GLOB=2 would trigger processes with a command line group of #2 and so on.

This trigger - regardless of how it is called (you can use any third party utility or program) can:

Import the source file(s)

Archive the source file(s)

Create an ACH File

Provide a Notepad style report of the activities.

### 1.5.3 Accounting System Integration

#### Accounting System Integration

Whether you are creating Direct Deposit payments for your employees, collecting funds from your customers, or making payments to vendors - ACH Universal can use the data that you already have in your accounting system.

Retrieving data from your accounting system is easy and intuitive - as you are using tools you already know - namely your accounting system.

Whether you are using QuickBooks, Oracle Financials or something sized in between, the process is the same. The example which follows illustrates QuickBooks 2006.

#### Setup

In your accounting package, create a sub-account from your current bank account. [Click for detailed setup instructions.](#)

#### Track

As you'll still be making some payments by paper check, your process of printing these checks remains unchanged.

To make a payment by ACH, simply select the newly created sub-account (in setup above) as the bank account in the payment window. If the window has an option or checkbox 'To Print', select no. For payroll, select 'print pay-stub' (not pay-check). [Click for detailed account selection instructions.](#)

#### Review electronic payments and send to process

Run a check register of the sub account for the period in which you want to create ACH transactions. Upon your confirmation of the report, save the report into Excel or a csv (comma separated value - text comma delimited) file. [Click for detailed export instructions.](#)

ACH Universal will use this file to create payments and collections.

Note: If your accounting system does not store your customer, employee and vendor's bank account numbers, bank routing (ABA) numbers, ACH Universal can store that data for you - see profiles.

### 1.5.3.1 Create a sub-account

How to create a sub-account. The example illustrates QuickBooks 2006, but the process can be used with any accounting package.

For this example we'll assume there are two bank accounts within your QuickBooks company:

Checking

Petty Cash

#### **Create a sub-account for 'Checking'.**

From the QuickBooks main menu select 'Lists', then 'Chart of Accounts'. Again from the QuickBooks main menu select 'Edit', then 'New Account'.

Fill in the New account Window as below, and click 'OK'.

Notes:

--For this example, we called the new account 'ACH Transmissions' - you may name it whatever you want.

--Don't forget to check the 'sub-account of' box.

--If your accounting package does not support sub-accounts, create a 'regular' bank account.

The screenshot shows the 'Edit Account' dialog box with the following fields and options:

- Type:** Bank
- Name:** ACH Transmissions
- Subaccount of:**  Checking
- Description:** (empty)
- Bank Acct. No.:** (empty)
- Tax Line:** B/S-Assets: Cash
- Account is inactive:**
- Buttons:** OK, Cancel, Order Checks
- Help Link:** [How Do I choose the right tax line?](#)

### 1.5.3.2 Track and select payments

How to select payments for ACH transmission. The example illustrates QuickBooks 2006, but the process can be used with any accounting package.

At risk of oversimplifying - whenever you are making a payment, you always have the ability to choose the bank account you want it paid out of.

Following our example - there were originally 2 bank accounts:

Checking  
Petty Cash

We added 'ACH Transmissions' as a sub-account of 'Checking'.

#### **To track a payment that needs to be made via ACH**

When making the payment, simply select the 'ACH Transmissions' sub-account.

Write Checks - Checking

Previous Next Print Find

Bank Account: Checking Ending Balance: 74,154.72

No. 7104  
Date 03/17/2006  
\$ 20.00

Pay to the Order of 2600 Magazine  
Twenty and 00/100\* \*\*\*\*\* Dollars

Address: 2600 Magazine  
P.O. Box 752  
Middle Island, NY 11953

Memo

Expenses \$20.00 Items \$0.00  Online Payment  To be printed

Account	Amount	Memo	Customer:Job	Class
Business - Dues &...	20.00			

Clear Splits Recalculate Save & Close Save & New Clear

#### Payroll Notes:

- Leave the 'Online payment/Direct Deposit' check box unchecked
- You can select 'Print Pay Stub' (not pay-check) to complete the process

### 1.5.3.3 QuickBooks Direct Deposit ACH Reports

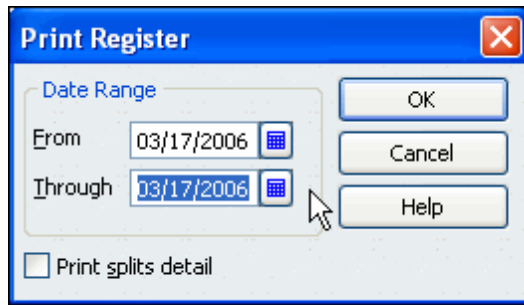
How to report/export payments for ACH transmission. The example illustrates QuickBooks 2006, but the process can be used with any accounting package.

Run a check register for the appropriate date range and save it to Excel or a comma delimited (csv) file.

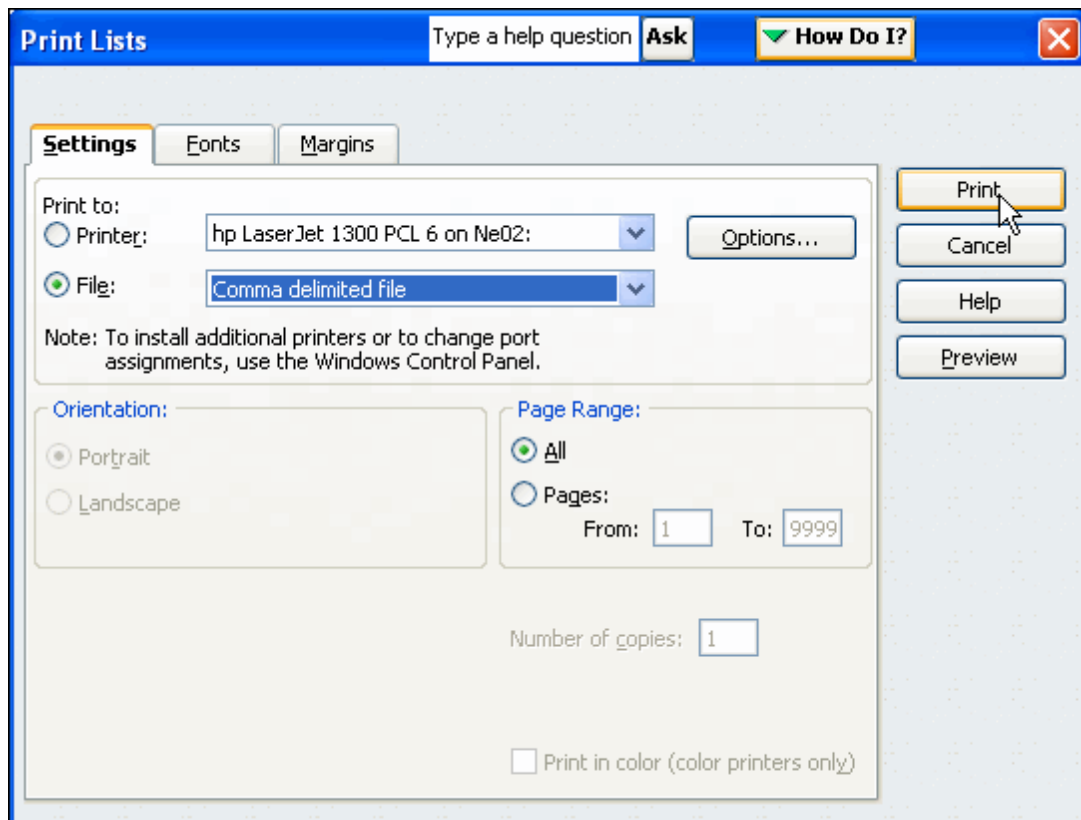
In QuickBooks:

Enter into the register for the 'ACH Transmissions' account ('Lists', 'Chart of Accounts', select 'ACH Transmissions').

Click the Print icon (or 'File', 'Print Register'), select the appropriate dates and click 'OK'.



For the 'Print to' option buttons, click 'File', and pull from the drop down box to the right, 'Comma delimited file'.



**We highly recommend that you first preview your records!!**

After your review, click 'Print' to save it to a file. This file will be used by ACH Universal.

#### 1.5.4 Command Line Syntax

The Treasury Desktop™ contains a rich command line interface, that allows for full automation from other applications.

While the command line interface compliments a number of features which are available in our in our point and click 'Control Panel', the interface allows for full customization and control of output files location/names.

Differences between Control Panel and Command Line automation

#### **Control Panel**

1. Triggers are preset - at standard date/time and standard intervals.
2. Cannot programmatically change file names. Must specify source files or output files.
3. Ease of use - has a point and click interface.

#### **Command Line Interface:**

1. Triggers - Can be triggered on command.
2. Full control over both source files and output files. Can programmatically change file names.
3. The command line requires an intermediate to advanced knowledge of systems.

### **1.5.4.1 Command Line Interface**

#### **Overview**

The Command Line interface is used to schedule import and transmission jobs through the Windows scheduling system. This is similar to using the Scheduler, but by using the Command Line you are able to schedule multiple jobs and do not have to load ACH Universal to do so.

#### **Command Line Options**

```
BRCOM.exe /ACCT="account" /ACHX [/XMIT] /SRCE="file name"
```

/ACCT - specifies account by name

/ACHX - specifies to use the ACH Universal module

/XMIT - directs ACH Universal to create and then transmit the file after creation

/SRCE - specifies file to be imported (using absolute positioning)

Example:

```
c:\Program Files\TreasurySoftware\BRCOM.exe /ACCT="sample" /ACHX/XMIT /SRCE="C:\aaavb\1000  
\Tutorial\GLData\ACH_with_Accounts.xls"
```

This example imports a source file named ACH\_with\_Accounts.xls at the specified absolute position into the Sample account in ACH Universal (ACHX). After import, the system creates and transmits (XMIT) the NACHA file.

Valid source files include comma delimited text files, tab delimited text files, fixed width text files and Excel worksheets.

Notes for all applications:

- The order of the parameters is not significant
- Capitalization is not significant
- When specifying a file name (SRCE), use the full file path and name within quotes. When using mapped drives, remember that the path should be centric/relative to the machine where Treasury

Desktop is located, not the machine issuing the trigger/command.

- Place the account name in quotes.

Working with multiple users and multiple account:

Each command line trigger - will create an independent instance of the application. There is no limit to the number of instances.

If processing simultaneous command line requests, use different accounts (Sample1, Sample2, etc...) to minimize any record locking issues. If this is not an alternative, consider processing sequentially, or using our Control Panel.

For Web and Citrix based applications, please contact a Treasury Software support representative.

#### 1.5.4.2 ACH Universal

##### **ACH Universal**

(ACH File Software)

- Account - /ACCT
- Data Import (include to activate) - /ACHX
- ACH File Creation and Transmittal (include to activate) - /XMIT
- Source File for import - /SRCE

##### **Syntax Example**

If Treasury Desktop was installed in the default location:

```
c:\Program Files\TreasurySoftware\BRCOM.exe /ACCT="sample" /ACHX /XMIT /SRCE="C:\aaavb\1000\Tutorial\GLData\ACH_with_Accounts.xls"
```

This example imports a source file (identified with SRCE) for ACH Universal (ACHX). After import, the system creates and transmits (XMIT) the NACHA file. This example takes place in the sample account (ACCT).

Valid source files include comma delimited text files, tab delimited text files, fixed width text files and Excel worksheets.

##### **Notes for all applications:**

- The order of the parameters is not significant
- Capitalization is not significant
- When specifying a file name (SRCE), use the full file path and name within quotes. When using mapped drives, remember that the path should be centric/relative to the machine where Treasury Desktop is located, not the machine issuing the trigger/command.
- Place the account name in quotes.

Working with multiple users and multiple account:

Each command line trigger - will create an independent instance of the application. There is no limit to the number of instances.

If processing simultaneous command line requests, use different accounts (Sample1, Sample2, etc...) to minimize any record locking issues. If this is not an alternative, consider processing sequentially, or using our Control Panel.

For Web and Citrix based applications, please contact a Treasury Software support representative.

### 1.5.4.3 ACH-2-Excel

#### **ACH2Excel**

- Account - /ACCT
- Data Import (include to activate) - /ACH2
- Source File for import - /SRCE
- Output File - /OUTD

Valid source files include ARC, CCD, CIE, CTX, DNE, ENR, POP, PPD, RCK, TEL, TRC, TRX, WEB, XCK. Note: Some formats may require further parsing.

#### Syntax Example

If Treasury Desktop was installed in the default location:

```
c:\Program Files\TreasurySoftware\BRCOM.exe /ACCT="sample" /ACH2 /SRCE="C:\transmit.txt" /outd="c:\testACHdetail.csv"
```

#### Reminder:

Turn on/off appropriate settings. From the main menu 'File', 'ACH File Conversion', 'Output' tab - unselect open in Excel afterwards.

#### **Notes for all applications:**

- The order of the parameters is not significant
- Capitalization is not significant
- When specifying a file name (SRCE), use the full file path and name within quotes. When using mapped drives, remember that the path should be centric/relative to the machine where Treasury Desktop is located, not the machine issuing the trigger/command.
- Place the account name in quotes.

Working with multiple users and multiple account:

Each command line trigger - will create an independent instance of the application. There is no limit to the number of instances.

If processing simultaneous command line requests, use different accounts (Sample1, Sample2, etc...) to minimize any record locking issues. If this is not an alternative, consider processing sequentially, or using our Control Panel.

For Web and Citrix based applications, please contact a Treasury Software support representative.

#### 1.5.4.4 BAI-2-Excel

##### **BAI2Excel**

- Account - /ACCT
- Data Import (include to activate) - /BAI2
- Source File for import - /SRCE
- Output File Detail - /OUTD
- Output File Summary- /OUTS

A valid source file would be any file formatted in BAI version 2.

##### Syntax Example

If Treasury Desktop was installed in the default location:

```
c:\Program Files\TreasurySoftware\BRCOM.exe /ACCT="sample" /BAI2 /SRCE="C:\aaavb\1000\Data\citi.txt" /OUTD="c:\testdetail.csv" /OUTS="c:\testSumm.csv"
```

##### Reminder:

Turn on/off appropriate settings. From the main menu 'File', 'BAI File Conversion', 'Output' tab - unselect open in Excel afterwards.

##### **Notes for all applications:**

- The order of the parameters is not significant
- Capitalization is not significant
- When specifying a file name (SRCE), use the full file path and name within quotes. When using mapped drives, remember that the path should be centric/relative to the machine where Treasury Desktop is located, not the machine issuing the trigger/command.
- Place the account name in quotes.

##### Working with multiple users and multiple account:

Each command line trigger - will create an independent instance of the application. There is no limit to the number of instances.

If processing simultaneous command line requests, use different accounts (Sample1, Sample2, etc...) to minimize any record locking issues. If this is not an alternative, consider processing sequentially, or using our Control Panel.

For Web and Citrix based applications, please contact a Treasury Software support representative.

#### 1.5.4.5 Bank Positive Pay

##### **Bank Positive Pay**

- Account - /ACCT
- Data Import (include to activate) - /POSP
- ACH File Creation and Transmittal (include to activate) - /XMIT
- Source File for import - /SRCE

### Syntax Example

If Treasury Desktop was installed in the default location:

```
c:\Program Files\TreasurySoftware\BRCOM.exe /ACCT="sample" /POSP /XMIT /SRCE="C:\aaavb\1000\Tutorial\GLData\Check Register 2003-04-08csv.csv"
```

This example imports a source file (identified with SRCE) for Bank Positive Pay (POSP). After import, the system creates and transmits (XMIT) the positive pay file. This example takes place in the sample account (ACCT).

Valid source files include comma delimited text files, tab delimited text files, fixed width text files and Excel worksheets.

#### Notes for all applications:

- The order of the parameters is not significant
- Capitalization is not significant
- When specifying a file name (SRCE), use the full file path and name within quotes. When using mapped drives, remember that the path should be centric/relative to the machine where Treasury Desktop is located, not the machine issuing the trigger/command.
- Place the account name in quotes.

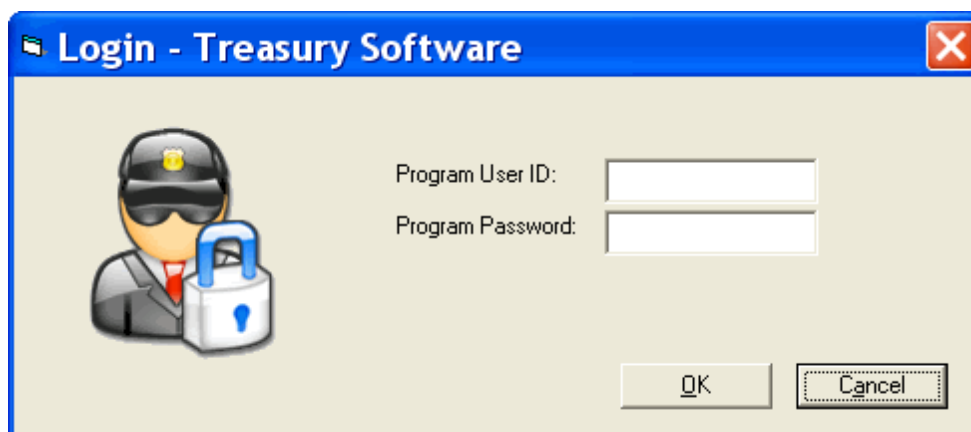
Working with multiple users and multiple account:

Each command line trigger - will create an independent instance of the application. There is no limit to the number of instances.

If processing simultaneous command line requests, use different accounts (Sample1, Sample2, etc...) to minimize any record locking issues. If this is not an alternative, consider processing sequentially, or using our Control Panel.

For Web and Citrix based applications, please contact a Treasury Software support representative.

## 1.6 Security



There are two components to Treasury Software security:

--client-based  
--server-based

### **Server based security - 'Gold Standard'**

Server-based security is Microsoft SQL Server based and is first addressed during account creation and setup. It centers around the user's Windows or SQL Server login ID and the membership of the groups/roles that the individual belongs to.

Based on the membership, the user will have access to or be denied to the various SQL Server databases. There is a one to one relationship between databases and accounts.

SQL Server is maintained according to your corporate security policies outside of Treasury Software by your database administrator (DBA) with Microsoft's SQL Server Management Studio.

Treasury Software products on SQL Server, with SQL Server security maintained - is the strongest form of security we can deliver. SQL Server is required by many Government agencies and according to corporate bank policy. SQL Server security is often viewed as the 'Gold Standard' of security.

### **Client-based security**

The following help pages cover client-based security.

Treasury Software also provides two levels of client based security:

--user authentication - simple access to software  
--feature-level access - segregation of duties - requires SQL Server with and Treasury Software Enterprise license

### **Holistic Approach**

While we are proud of our client-based security features - if only client-based security is implemented - it will merely be an inconvenience to those seeking to commit fraud.

Security is only as effective as the weakest link in the chain.

Locking down the 'front door' (client), only to leave the 'back door' (server-data) open is not an ideal security model.

Adding to security concerns - The input to Treasury Software is an unprotected file - typically a spreadsheet, and the output for ACH Universal and Positive Pay is an ASCII file.

### **Client workstation access control**

For those environments requiring high security, we highly recommend the use of Windows Operating System and Network Operating System based features, to limit physical and remote access to the Treasury Software client.

**Note: All Treasury Software security is applied on an account by account basis.**

## **1.6.1 Setup**

Menu selection and Setup-login

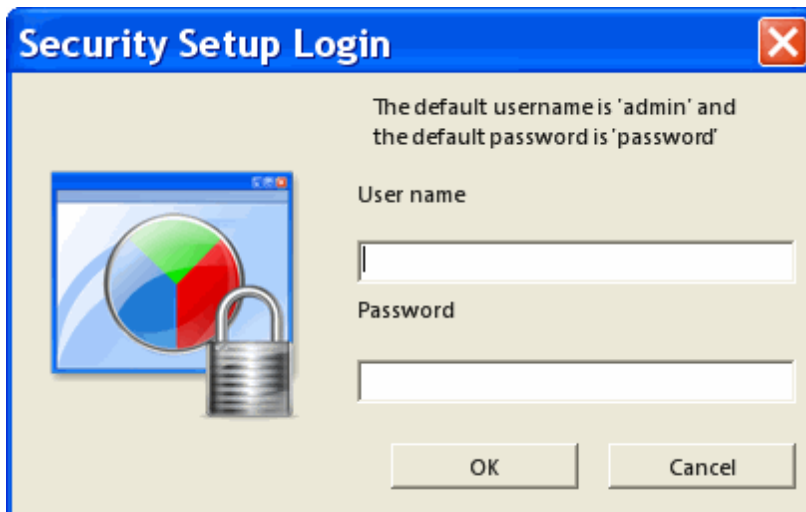
### Menu Selection

The security menu selection by default is hidden. Please note: The displaying/suppression of the menu choice has no effect on the security level.

To view the menu choice, from the main menu select File > Options > General > System tab and turn 'Suppress Security Menu' to 'Display'. You will then need to exit and re-enter this account (display is on a per account basis).

### Login - setup

To access the login screen, from the main menu select File > Security > Security Administration



The default username is 'admin' and the default password is 'password'

User name

Password

OK Cancel

Default User name      admin  
Default Password      password

Once logged in (only an admin can pass through setup security), you will be at the security main page.



	<b>Prompt User</b>	<b>Integrate with Windows</b>
<b>Authentication</b>	Challenge screen prompting the user to login each time the user starts the software and then determines whether access should be granted.	Uses the Windows Login ID to authenticate and then determines whether access should be granted.
<b>Segregation of duties</b>	Same challenge screen as above, plus grants/restricts access to features on a per user/role basis.	Same authentication as above, plus grants/restricts access to features on a per user/role basis.
	Only available on SQL Server with a Treasury Software Enterprise license.	Only available on SQL Server with a Treasury Software Enterprise license.

**Multiple Accounts - Security is applied on an account by account basis**

If you have more than one account, you will need to enter into each account you want to protect and make your security selection.

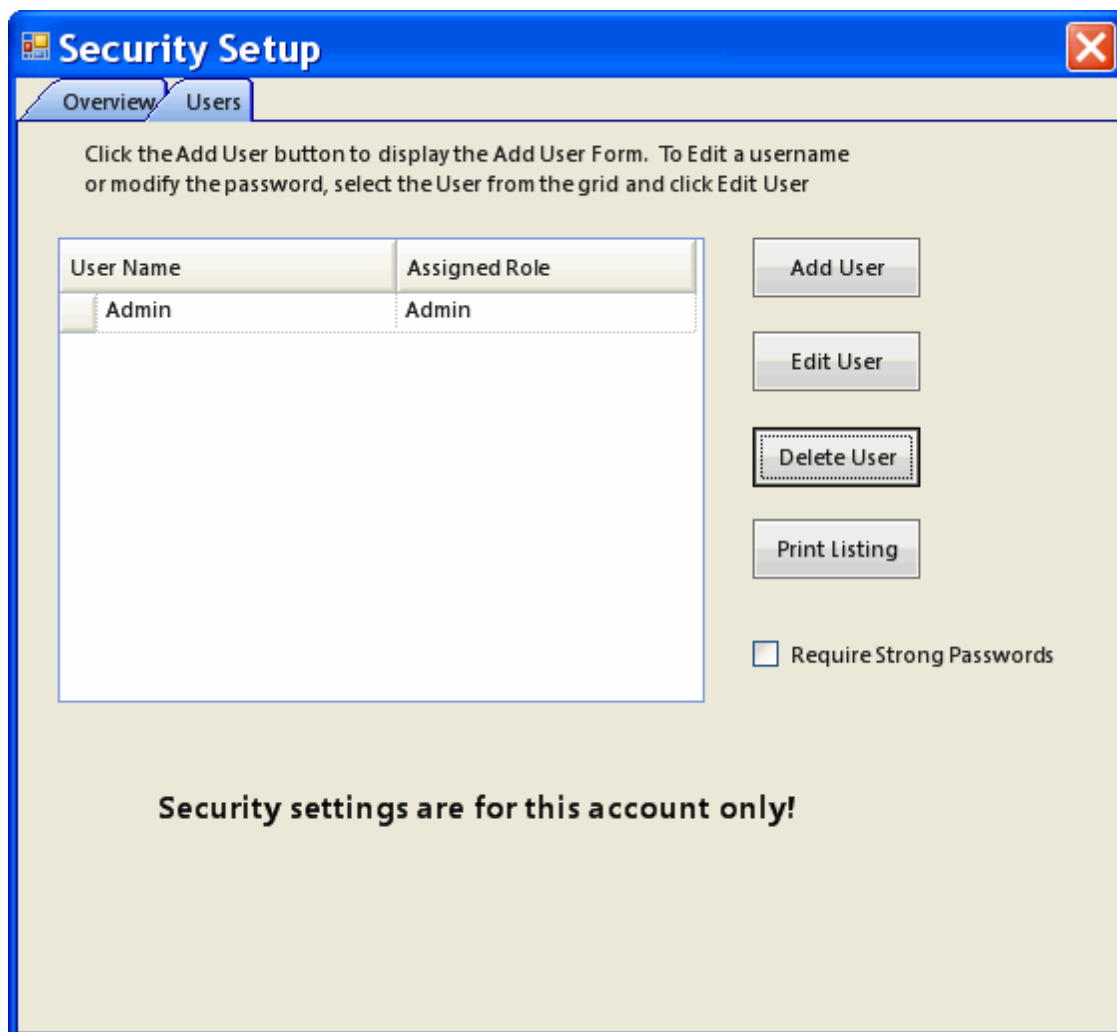
Tips:

- Do not put security on the Sample account (do not place 'real' account numbers, etc.. in the sample setup)
- Change the default admin password
- Use a Windows Operating Screen screen saver with password protection

**Note: All Treasury Software security is applied on an account by account basis.**

## 1.6.2 Users-Add

Users



The screenshot shows a window titled "Security Setup" with a "Users" tab selected. The window contains a table with two columns: "User Name" and "Assigned Role". The table has one row with "Admin" in both columns. To the right of the table are four buttons: "Add User", "Edit User", "Delete User", and "Print Listing". Below the buttons is a checkbox labeled "Require Strong Passwords" which is currently unchecked. At the bottom of the window, there is a bold text message: "Security settings are for this account only!".

Click the Add User button to display the Add User Form. To Edit a username or modify the password, select the User from the grid and click Edit User

User Name	Assigned Role
Admin	Admin

Add User

Edit User

Delete User

Print Listing

Require Strong Passwords

**Security settings are for this account only!**

**Adding Users - click 'Add'**

If using Windows authentication - enter the user's Windows login name and leave the password blank. Otherwise, simply enter the the login name and password that will be entered.

Authentication security - All users will be assigned to the admin group.

Segregation security - Assign users to their roles.

**Delete, Edit and Print**

Use as prompted

Tips:

Change the password on the 'Admin' account.

Users can switch from account to account as long as their name is listed as a user in each account.

**Note: All Treasury Software security is applied on an account by account basis.**

**1.6.3 Segregation of duties**

Segregation of duties security is available on SQL Server platforms with an Enterprise license from Treasury Software

**Permissions**

Permissions are granted on a role by role basis

The screenshot shows a window titled "Security Setup" with a blue header and a close button (X) in the top right corner. Below the header are four tabs: "Overview", "Roles", "Users", and "Set Permissions". The "Set Permissions" tab is active. The main content area has a light beige background. At the top, it says "Select a Role From the Drop Down list to set the permissions" with a dropdown menu showing "Admin" and a "Save" button to its right. Below this is a horizontal menu with tabs: "Access", "Add/Edit Transactions", "File Creation", "Dollar Limits", "Profiles", and "Advanced". The "Access" tab is selected. In the center of the main area, there is a checkbox with a green checkmark, followed by the text: "Access to the Account - Must be checked to enable features. If left unchecked all other features are disabled". At the bottom of the window, a bold message reads: "Security settings are for this account only!".

Notes:

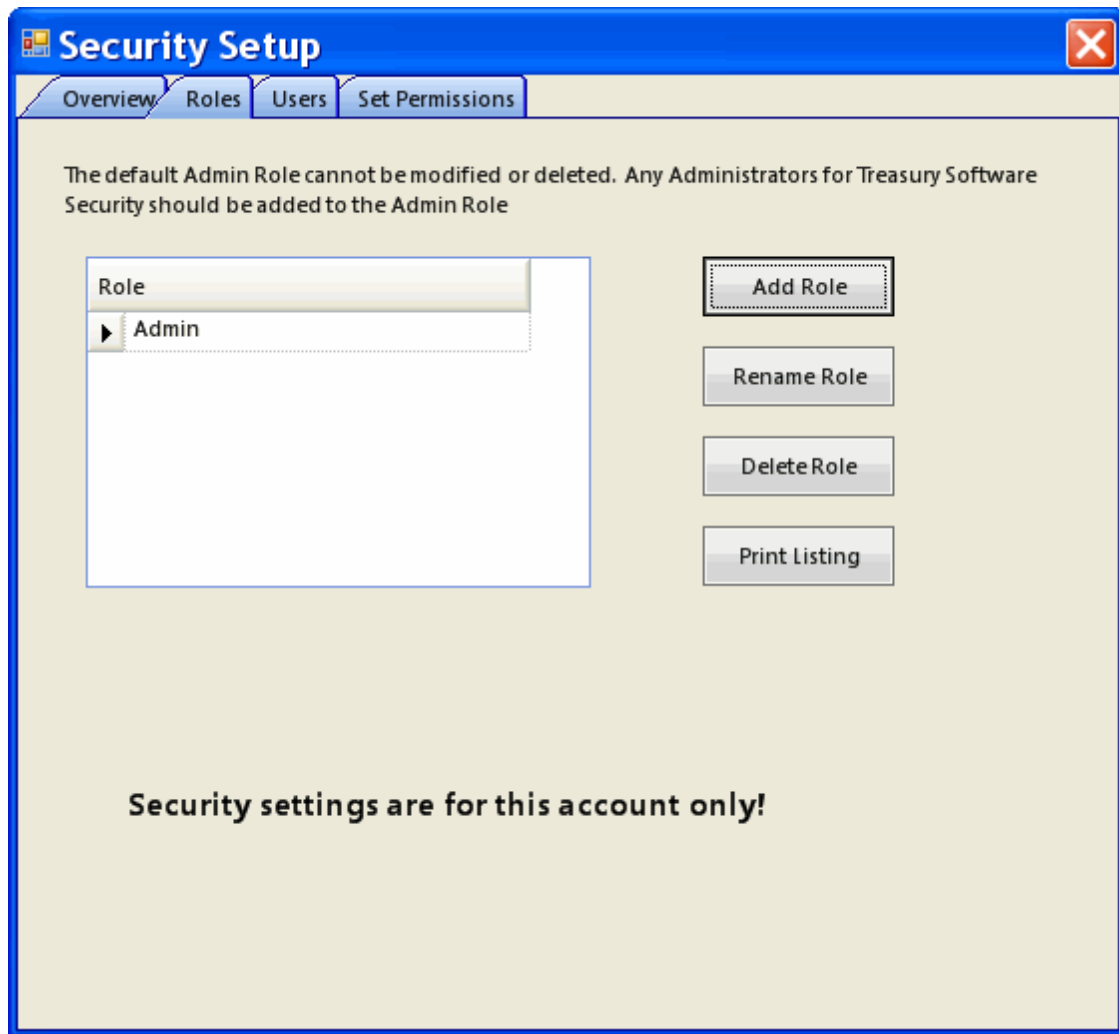
--Check the 'Access to the Account' checkbox to allow the user entry into the account. Leaving this unchecked is the same as removing them from the user list. Use this checkbox when there is a temporary vacancy and you do not want to reset the permissions.

--Your tabs will differ slightly based on your applications that you are running.

**Note: All Treasury Software security is applied on an account by account basis.**

#### 1.6.4 Roles

Segregation of duties security is available on SQL Server platforms with an Enterprise license from Treasury Software.



Notes:

- You only need to maintain roles for Feature level security.
- You cannot delete the admin role.

Tip: Create roles before you add users. This way, you only need to be in users once (you don't have to go back).

**Note: All Treasury Software security is applied on an account by account basis.**

## 1.7 Reference

### 1.7.1 Remote Desktop (Terminal Services / Citrix) Platform

Remote Desktop (Terminal Services/ Citrix) Platform)

For the purposes of this help page, the term 'Remote Desktop' will include Terminal Services and Citrix.

## Installation

For instructions on initial setup and system requirements, please see our Installation check list at: <http://www.treasurysoftware.com/support2-Installation-Citrix.html>

## Turn On/Off

To turn Remote Desktop on or off:

Enter into an account and from the main menu select File > Maintenance > 'Remote Desktop' tab. Check / (uncheck) the 'Enable' check box. Exit and re-enter into the system.

## Understanding Remote Desktop Mode

### Simple (non-Remote Desktop Mode)

In a simple desktop or SQL Server environments, when a user starts Treasury Software, the system looks for a settings file which contains a catalog of accounts, Treasury Software licensing information, as well as user-based preferences.

Typically only one settings file is on a computer. This file is opened in 'exclusive' mode - in that multiple users should not read/write to the file. While this is not an issue when a computer is in use by one person - it needs to be addressed if the computer is a Remote Desktop Server.

### Remote Desktop Mode

Once Treasury Software is turned 'on' for Remote Desktop Mode, the system will protect the original settings file. Remember - the settings file is user specific. More than one user should not access the file at a time.

**WARNING - Unexpected results will occur if Treasury Software is installed on a Remote Desktop Server and Treasury Software's Remote Desktop Mode is not turned 'on'.**

## Technical discussion - 'Under the hood'

### Simple

In a simple environment, the settings file is accounts.brd and is located at c:\Program Files\Treasury Software\version xxx\accounts.brd (or for Windows 7 .c:\Users\Public\Treasury Software\accounts.brd)

### Remote Desktop

When the system is 'switched' to Remote Desktop, the system protects the accounts.brd from being accessed.

As each user starts Treasury Software for the first time, the system creates an accounts.brd specific for that individual, and it is placed in the \users directory.

Notes:

The accounts.brd file is appended with their login id.

The users directory will either below the Program Files\Treasury Software tree (Windows XP), or in the Users\Public\Treasury Software tree (Vista, Windows 7).

## Planning - 'When' to turn on Remote Desktop mode

Remember: The system's accounts.brd is used as a template for each user's accounts.brd file.

Everything that you do in the system PRIOR to a user logging in for the first time will be included in that new user's accounts.brd.

Therefore:

If you create two new accounts (ie. Checking and Saving) prior to any users logging in - each user when logging in for the first time - will have Checking and Savings accounts in their catalog.

As a corollary, if you are the system administrator and make changes to the system, such as entering new license codes - this information will:

--not be available to existing users (their accounts.brd's have already been created)

--will be available to any new users, as the system will use the updated accounts.brd as a template.

### **Making system changes after users have already logged in**

1. Make Treasury Software temporarily unavailable to users.
  2. Enter into Treasury Software through the Remote Desktop as an administrator - not as a user through a published application (Citrix).
  3. Enter into an account.
  4. Turn off the Remote Desktop function (File > Maintenance > Remote Desktop).
  5. Exit, and then re-enter Treasury Software. Enter into an account. Confirm that the Remote Desktop function is off.
  6. Perform any maintenance, add any licenses, or add any accounts as needed.
- As a reminder - you are now updating the accounts.brd file. This will be used as a template for each of your users.
7. Turn the Remote Desktop function back 'on' (File > Maintenance > Remote Desktop).
  8. Exit the software.

### Optional

If you want to force this change to all existing users, you will need to delete the user settings files. Then, once each user logs in - the system will create a new settings file for them (using the newly updated settings file as a template).

Warning - Deleting the user's settings files will reset all of their settings to the default settings file (which you just updated).

This includes:

--License information

--Account catalogs

--SQL Server server name and authentication method (no effect if using Windows Authentication)

--Minor settings

To delete the user's settings files - using Windows Explorer - delete the contents of the \users directory. The files in the folder will have a syntax of [login id]\_accounts.brd.

The \users directory can be located at c:\Program Files\Treasury Software\version XXXX XX\users\

If the folder is empty (on Vista or later), then look to the c:\Users\Public\Treasury Software\users\ directory.

9. Make Treasury Software available again to your users.

For some reason, if there is a setting that you missed - or wish to change - you can repeat this process.

## 1.7.2 How do I stack multiple accounts in one file?

### How do I stack multiple accounts in one file?

[Top](#) [Previous](#) [Next](#)

Bank Positive Pay > Advanced Topics > How do I stack multiple accounts in one file?

#### *How do I stack multiple accounts in one transmission file?*

First configure Bank Positive Pay as if you were only transmitting one account - that means entering the Bank Express Code, entering transmission settings, etc...

Perform at least one full test of importing and file creation.

#### **Overview**

The process for multiple origination account file creation is essentially the same as for a single file creation. The only differences are:

- the data must contain a field with the account number (if not available, Treasury Software can provide optional custom scripting)
- the transmission file will contain 'stacked' data sets, each set containing different account information
- any bank identifiers should all be the same (same bank number)
- The file can contain up to three header records, one batch header, and up to an equal number of footers.

During the import process, you will map the account number field as the 'Origination\_Account' field. During the export process, you will substitute all occurrences of the Bank\_Account field with the 'Origination\_Account' field (including the detail section).

#### **Step by Step**

##### I. Setup the transmission file format

From the main menu select 'File', 'Options', 'Transmit to Bank', 'Data' tab. Click on 'File Header'. Change the drop down selection box from 'Header - Top' to 'Batch Header'.

1. Enter the header format using the 'Header - Top' as a guide. Note: Substitute 'Origination Account' for 'Bank\_Account' in the Batch Header.

2. Switch back to 'Header - Top' and delete the mapping template. Click 'Done'.

Click on 'File Footer'. Change the drop down selection box from 'Footer - Bottom' to 'Batch Footer'.

3. Enter the footer format using the 'Footer - Last Line' as a guide. Note: Substitute 'Origination Account' for 'Bank\_Account' in the Batch Footer.

4. Switch back to 'Footer - Last Line' and delete the mapping template. Click 'Done'.

Note: You can have any combination of headers and footers, as specified by your bank.

##### II. Setup the Import Mapping

When importing your data, map the field containing your account numbers as the

'Origination\_Account'.

Notes:

--This feature requires the account number to be a field on each transaction. Treasury Software can provide optional scripting/lookup table functionality if this is not available.

--The bank number, also known as region number, should be the same for all accounts.

--Of course, confirm and arrange with your bank that you will be sending consolidated files. Not all banks are equipped to handle this.

### **1.7.3 Frequently Asked Questions (FAQ)**

#### **1.7.3.1 Changing Debit and Credit Text**

##### **Overview**

Debit and Credit text is used in conjunction with the Sign field to identify whether a transaction in a file is a debit or a credit. Follow the steps below to enter the debit and credit text for your data.

##### **Steps**

From the main menu select File, then Options, then General.

In the "Text for Debit" field, enter the text to identify a debit transaction. The default is "debit".

In the "Text for Credit" field, enter the text to identify a credit transaction. The default is "credit".

When finished, click Close to save your changes.

#### **1.7.3.2 Changing File Transmission Method**

##### **Overview**

After creating an ACH from your data, it must be transmitted to your bank to be processed.

Contact your bank to find out how they wish to receive your ACH files. Follow the instructions below to set up transmission methods based on their preference.

##### **Loading Transmission Options**

Select File from the main menu.

Select Options, then Transmit to Bank

Transmission Options screen will be displayed (Figure 1 below).

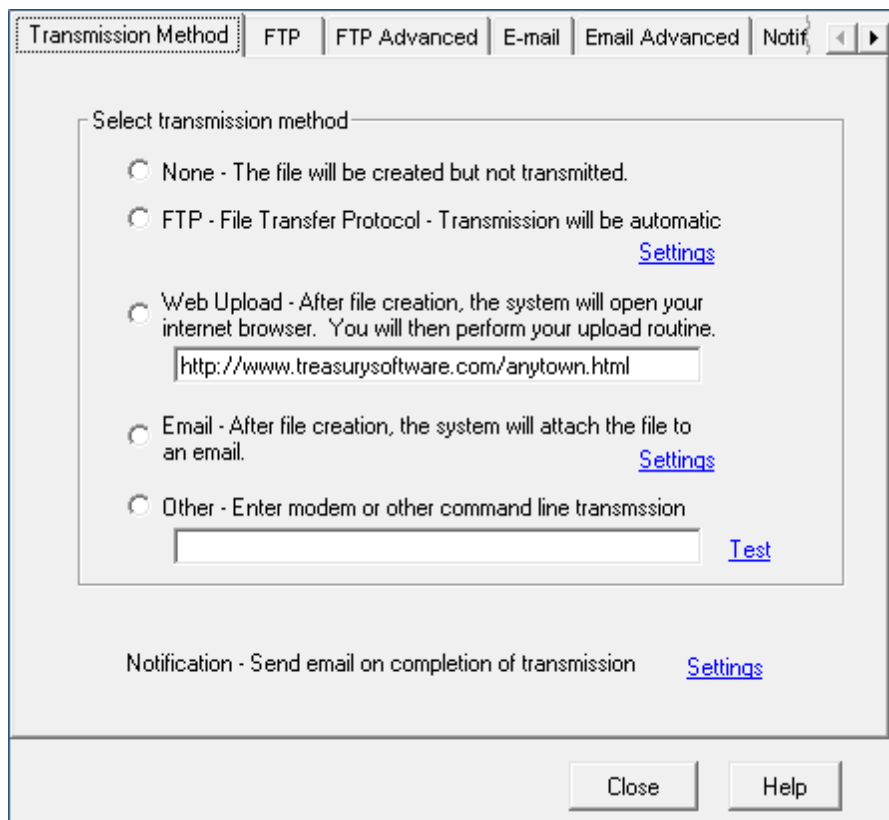


Figure 1 - Transmission Options

There are five possible methods of transmitting a file to your bank:

- |            |   |
|------------|---|
| None       | File will be created but not transmitted.   |
| FTP        | Transmit via FTP built into ACH Universal. See Settings to modify the FTP settings.   |
| Web Upload | Transmit via a bank web page portal. Type the portal address into the textbox for ACH Universal to load the page automatically in your default browser. |
| Email      | Transmit via email sent by ACH Universal. Not recommended.  |
| Other      | Transmit using an optional method, including modem. Rarely used.  |

### FTP

FTP, File Transfer Protocol, is a method of transferring files. In most situations, you will upload your files to a specific directory on the FTP server that only you have access to. This secures your files from parties other than the bank from being able to access them.

To modify FTP settings, click the Settings link listed with FTP in Figure 1, or click the FTP tab. Figure 2 (below) will be displayed.

Login Information

Host Name:  [Test Login](#)

User Name:

Password:

Target (Bank)

Target Directory on Remote Server (leading and trailing "/" assumed):

Target filename

Figure 2 - FTP Options

All information on this page must be obtained from your bank.

The host name is usually in a format as shown above and resembles a website URL.

Username and password allow you access to a specific directory on the FTP server. Enter all the information and click Test Login to verify that login information and host name has been entered correctly and is functioning.

If your bank gave you a specific directory to upload your file into, enter it in the Target Directory textbox.

If your bank gave you a specific name to use for the file, enter it into the Target Filename textbox. This will not affect the name of your ACH file on your local hard drive. If your bank did you provide you with a name, enter a logical name for the file.

### FTP Advanced Options

In addition to the general FTP options, there are some advanced options available that increase transmission security via Secure Sockets (SSL) and specific port numbers. This information must be provided to you by the bank. Do not change any of these options unless the bank specifically requests them.

Click Advanced to display the FTP Advanced Options (Figure 3 below).

The image shows a screenshot of the 'FTP Advanced Options' dialog box. It is divided into three main sections:

- SSL Enabled (Secure Socket Layers):** This section contains a checkbox labeled 'Bank uses SSL Security'. Below it are four radio buttons: 'Automatic (default) - Use unless otherwise specified' (which is selected), 'Implicit', 'Explicit', and 'None (for backward compatibility)'.
- Remote Port Number:** This section contains a text box with the text 'Remote Port Number - Default will be used for all protocols, unless otherwise changed.' and a blue button labeled 'Change Port'.
- Transfer Mode:** This section contains three radio buttons: 'ASCII' (which is selected), 'Binary', and 'The remote server mode will be used'.

**Figure 3 - FTP Advanced Options**

Secure Sockets Layer, or SSL, is a method of encrypting a transmission stream. To enable it at your bank's request, click the Bank Uses SSL Security checkbox. Select the type of SSL by clicking the appropriate radio button. Unless notified specifically by the bank, leave Automatic selected.

A Remote Port Number specifies a very specific port number. This offers the FTP server security from outside threats. Click Change Port and enter the port number provided by the bank, if any.

If the bank requests a bank transfer mode different than ASCII, click the appropriate radio button.

### **Email**

To set up email transmission, click Settings corresponding to Email or select the Email tab. Note: Email transmission is rare and not recommended as it is not secure.

Email Options (Figure 4 below) will be displayed.

These settings control who receives the file.

Enter the email addresses below (user@company.com). You may separate multiple addresses in 'To' and 'CC' with commas.

To:

CC:

From:

Always send a copy to myself (highly recommended)

Subject:

New file name:

Mail Server:  [Test](#)

This is your outbound SMTP mail server, with a syntax similar to smtp.company.com or mail.serviceprovider.com. It can often be found in your email program (ie. Outlook) settings.

Figure 4 - Email Options

In the To: textbox, list the email addresses the file should be transmitted to. At least one of these should be the email address supplied by your bank for this purpose.

In the CC: textbox, list the email addresses you want to copy on the email. To send yourself a copy, list your email address or leave the Always send a copy to myself checkbox selected. For other people in your organization that need a copy, see Notification below.

In the From: textbox, list the email address to show as originating the email. This may be your personal email address or an address set up specifically for this purpose.

Enter a Subject to use for each transmission.

Enter the file name to be used for the transmission, regardless of the its name on your local hard drive. This does not rename your local copy.

Enter your mail server. For example, mail.server.com or smpt.server.com.

To configure appropriate settings for the mail server, select the Email Advanced tab.

### Email Advanced

In this tab, you will configure the advanced settings of your mail server. After clicking the Email Advanced tab, you will see Figure 5 (below).

Use this screen when your outgoing (SMTP) email server requires authentication

My outgoing (SMTP) server requires authentication

SMTP Server (Outbound) Information

User Name:

Password:

Log onto incoming (POP) mail server before transmitting

POP Server:

User Name:

Password:

Port Number (SMTP)

Note: If you are testing - click 'Close' prior to returning to the 'e-mail' or 'notification' page.

**Figure 5 - Email Advanced Options**

If you use a Windows program to download your email, such as Outlook or Thunderbird, you can retrieve most of these settings through Tools, then Options.

If your SMTP requires authentication for outgoing emails, click the checkbox.

For SMTP servers (most commonly used server type for sending email), enter the username and password.

For POP servers (rare for sending email), enter the server name, username, and password.

If your SMTP server uses a port other than port 25, enter it into the textbox.

Click Close.

### **Notification**

Settings in the Notification tab are for setting up email addresses that should be notified of file transmissions. For example, if the process of creating and transmitting is automated, you may want an email sent to your personal address automatically notifying you that this has occurred.

Click the Notification tab to display it (Figure 6 below).

These settings control who receives a NOTIFICATION

Notification (On/Off) - Send summary emails (user@company.com) when transmitting a file. You may separate multiple addresses with commas.

To:

From:

Subject:

Mail Server:  [Test](#)

Your mail server should be similar to smtp.company.com or mail.serviceprovider.com. It can often be found in your email program, ie. Outlook settings. Click Help for detailed Help.  
Tip: If unsure, simply enter 'mail.company.com' or 'company.com' (usually works).

**Figure 6 - Notification**

To enable notification, click the checkbox.

Enter the email addresses that need to receive the notification in the To: textbox.

Enter the email address to use as the From address in the From: textbox.

Enter an appropriate subject.

#### 1.7.3.3 I am on the Desktop platform with 1 workstation license. If I purchase an additional workstation, can I share data?

Q: I'm on the Desktop platform and have 1 workstation. If I purchase an additional workstation license, can I share data between the two?

A: No. You will need to upgrade to the SQL Server Express or SQL Server Platform. With multiple workstations you can have a separation of data (payroll on one workstation, checking on another), but the two are unable to share between them.

#### 1.7.3.4 What is an account?

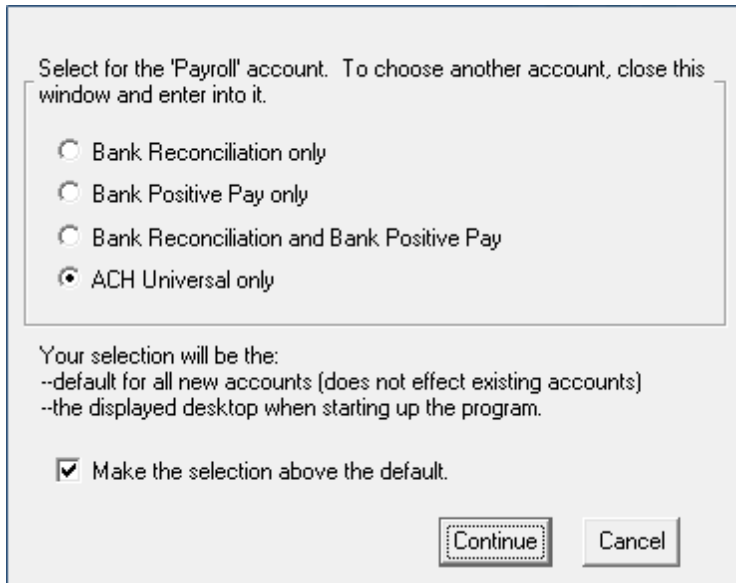
Q: What is an account?

A: An account is the ACH Universal front-end to a database that stores all the data you import. For example, a Payroll account access a Payroll database (either a .brd on the Desktop platform or a Payroll database on the SQL Server platform). This manual uses the term "account" instead of "database" because that is how ACH Universal refers to them.

### 1.7.3.5 I purchased Positive Pay, but the Main Screen says ACH Universal

Q: I purchased a license for Positive Pay, but the Main Screen says ACH Universal.

A: Select File from the main menu, then Programs. Select Positive Pay Only and click Continue.



### 1.7.3.6 I have one source file but multiple databases. How do I split the file into the correct database?

Q: I have one source file, but multiple ACH Universal databases. How do I split the file into the appropriate database?

A: Use an import filter. See Filtering Imports.

### 1.7.3.7 I have a non-standard date format. How do I use it?

Q: I have a non-standard date format. How do I use it in ACH Universal?

A: A non-standard format is a format which isn't supported by your Windows (Control Panel, Regional Settings) Settings.

A date format of 31/12/2002 is non-standard in the United States, but is standard in the United Kingdom.

To import non-standard formats, use a Custom Date Import (CDI).

From the main menu, select File, then Options, then General.

In the Import tab, set "Custom Date Import (CDI) G/L:" to On

Select Format, (31/12/2002, 2002/12/31, etc...)

Select a separator, (slash, colon, hyphen, none)

If the date is embedded within another field, see [My date field is embedded within text.](#)

### 1.7.3.8 My date field is embedded within text. How do I import it?

Q: My date field is embedded within text. How do I import it?

Use a Custom Date Import (CDI).

From the main menu, select File, then Options, then General.

In the Import tab, set "Custom Date Import (CDI) G/L:" to On

In "CDI: Source Format G/L", select your date format from the dropdown box (31/12/2002, 2002/12/31, etc...)

In "CDI: Separator G/L", select your separator, (slash, colon, hyphen, none)

In "CDI: Embedded Start G/L" enter the date's first position (counting from the left) within the field. For example, when date is in a field by itself, this position is 0. If there were three characters prior to the start of the date, you would enter 4.

### 1.7.3.9 My bank requires a login record

Q: My bank requires a login record. How do I set up ACH Universal to provide one?

A: A login record, if used by the bank, is the very first line in an ACH file, even before the file header record. It is used by the bank to identify the sender. Distinct from ACH identification, the bank will use this information for processing and tracking purposes.

1. Obtain the specific login record from the bank.
2. Start the software, load the account you have created in ACH Universal
3. Select the File menu, then Options, then Transmit to Bank
4. Scroll to the Local File tab.
5. Key in the login record exactly as specified by the bank into the textbox labeled "Login record"
6. Click Close to save your changes.

ACH Universal will now include the login record in every ACH file made in that account.

### 1.7.3.10 ActiveX component can't create object

This is an environment issue typically related to:

--failed installation

--ActiveX component became unregistered

--lack of permissions/rights to the user

--another software package (other than Treasury Software) was installed after ours, and their settings over-wrote ours.

Steps:

#### **Elevate rights**

1. View the error and confirm that the first error that they are seeing is related to this. If there is another error prior to this, address the other error first.

2. Have their IT representative log into their workstation with administrator rights. See if the issue can be re-created.

If the issue was not re-created - it is a permissions issue. Have their IT rep elevate the user's rights. Pay attention to the rights in the c:\Program Files\Treasury Software directory (and subdirectory). Stop here.

If the issue was not re-created, continue with #3.

#### **Attempt to re-register the component**

3. Identify the component that is not working (lookup the line code) and attempt to register it. If the Operating System is later than Windows XP, please follow the instructions for registering a component at: <http://www.treasurysoftware.com/support2-Vista-register-dlls.html>

#### **If this is a new installation - uninstall and reinstall. Otherwise perform an upgrade.**

If this is a new installation and the software has not worked before:

4. If they are on desktop, backup their c:\Program Files\Treasury Software\version 201X XX\data directory to the their network.

5. Uninstall through the Control Panel.

When finished - delete the c:\Program Files\Treasury Software directory

6. Download a current copy of Treasury Software and install it.

It is critical that you watch the installation of the software and confirm that there were no errors during the installation. It is possible to have an error and 'click through it' to continue.

Test the new installation. If there is still an error, escalate the issue at this point.

### **1.7.3.11 ADO/MDAC Re-Installing**

1 – Yes...After a clean install, the first error message received was the "SwitchPrograms\_SampleData" after clicking the ACH Universal Sample Account Demo from the welcome new users screen.

ADO - FAQ - <http://support.microsoft.com/kb/183606> (link on the page is to the MDAC download)

MDAC Downloads - <http://msdn2.microsoft.com/en-us/data/aa937730.aspx>

### **1.7.4 Maintenance - Desktop**

#### **Overview**

The articles in this section provide information on backing up and restoring your database (Desktop platform only) as well as how to upgrade ACH Universal and apply current service packs.

#### **Database**

See [Database Backup](#) for information related to scheduling and working with database backups.

See [Restore Database](#) for information on how to restore a database from a backup.

#### **Archiving**

See [Database Archiving](#) for information on archiving records. This is for efficiency rather than backup purposes.

### Upgrades and Service Packs

See [Upgrade ACH Universal](#) for steps on upgrading ACH Universal to the most recent version.

See [Download Service Pack](#) for steps on how to download and install the most recent service pack.

#### 1.7.4.1 Database Backup

##### Overview

Backing up is a necessary part of working with all data. By backing up ACH Universal on a regular basis, your data will be current in the event of an emergency and you will minimize data loss. Note: This article only applies to the Desktop platform. Contact your Database Administrator for procedures and policies regarding SQL Server backups.

Database backups are safeguards against unforeseeable computer errors (file corruption, system failure). By creating regular database backups, the chance of data loss is minimized as there will be a regular backup in place. ACH Universal is set by default for automatic backups. This can be turned off (not recommended) or your own backups scheduled according to your own needs.

##### Internal Database Storage

ACH Universal stores all information for each account in a .brd file. There is 1 brd file for each account and they share the same name. For example, if you create an account named Payroll, there will be a Payroll.brd database file that contains all the data imported into that account. Never place the brd file on a network drive and attempt to share it among multiple workstations. Multiple workstation licenses should only be used for totally separate database files (through totally separate accounts). If you need to share data, you must use the SQL Server platform.

Regardless of using ACH Universal's default backup policy or implementing your own schedule, the backups are numbered automatically by ACH Universal for identification. The most recent backup will always have the extension .br1. The next most recent backup will have the extension .br2 and the third most recent backup will have the extension .br3. If a [database restoration](#) is needed, restore using the br1 file first (as it is the most recent). By default the backups will be placed into the same directory as the .brd. It is highly recommended that the backups are always stored in the same directory with the brd file.

##### Automatic Backups (not for disaster recovery)

By default ACH Universal will backup your database in a pre-determined schedule.

Note: The program uses this as a protection against database corruption. These backups are stored on the same drive as the production database, and therefore will not provide for any protection on a hard drive crash or if there is any damage to the computer.

It is highly recommended to leave this option on. If you wish to turn it off:

From the main menu, select File, then Options, then General.

Select the System tab. Change the "Backup data on exit" option to No. Click Close to save your changes.

**Manual Backups - Disaster recovery**

From the main menu, select File > Backup.

We highly recommend backing up to a server that is backed up off-site.

**1.7.4.2 Restore Database****Overview**

Follow the steps below on the Desktop platform to restore a database backup. For example, if the database becomes corrupted, restoration would be required.

**Database Restoration Procedures**

Please follow the steps at:

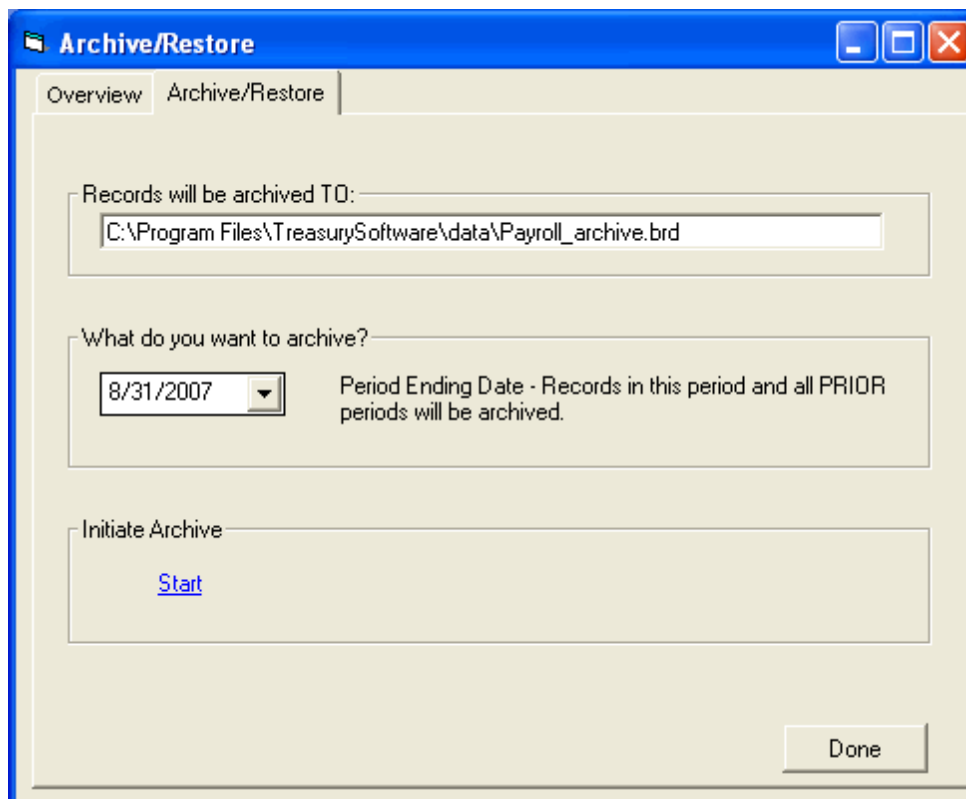
<http://www.treasurysoftware.com/support2-corrupt-database.html>

**1.7.4.3 Database Archiving****Database Archiving**

Archiving is used to move older records from your main account database to a separate archive database. This offers improved speed and efficiency in working with the main database. The archived records are still accessible through ACH Universal for reports as needed. Archived records can also be restored to the main database should the need arise.

Before archiving records, you must create an account to hold the archive. The archive account name should match its main counterpart with "\_archive" appended to the name. For example, the archive account for an account "Payroll" should be "Payroll\_archive." See [Creating An Account](#) for steps in this process.

Select File from the main menu, then Archive/Restore. Click the Archive/Restore tab. You will see Figure 1 (below).



The textbox shows that the archived records will be stored in Payroll\_archive.brd. All records up to 8/31/2007 will be archived. All records after that date will remain in the current account database (in this case, Payroll).

When the settings are correct, click Start. A prompt will appear containing the number of records to be archived. Click Yes to archive the records, No to cancel.

When the archive is finished, click OK on the confirmation box. Click Done.

### Restoring Archived Records

Follow these steps to restore archived records to the main database.

Select File from the main menu, then Open/Select Account.

Select the archive database (ends in "\_archive").

Select File from the main menu, then Archive/Restore. Select the Archive/Restore tab. You will see Figure 2 (below).

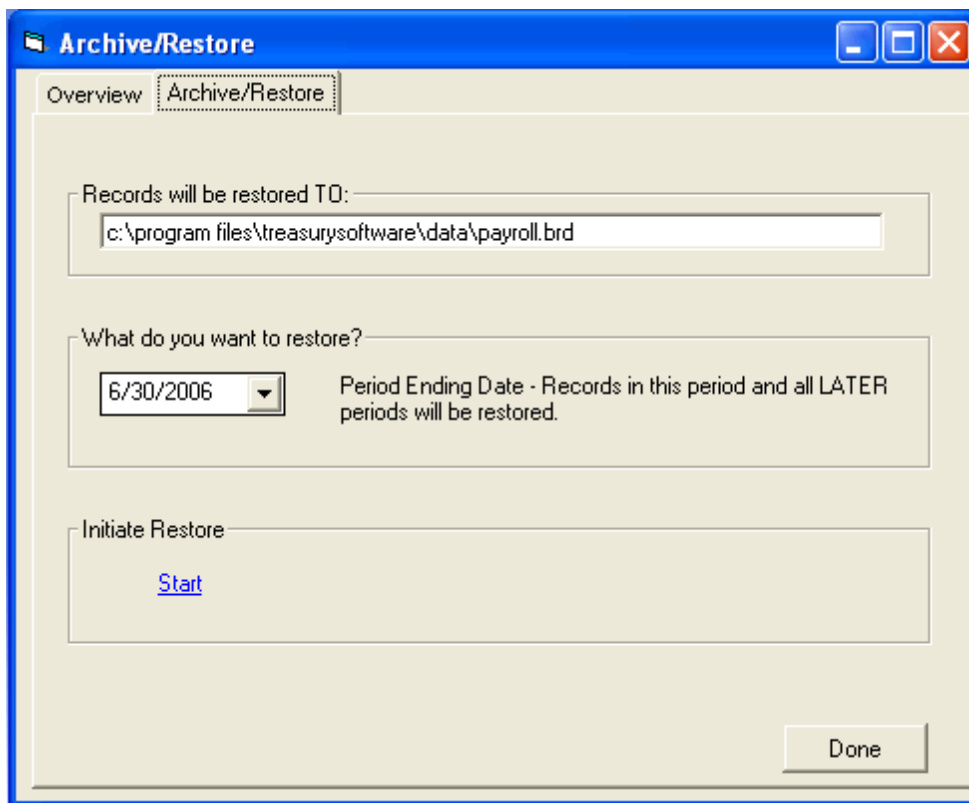


Figure 2 - Restore

The textbox will show the main account database name (in this case, Payroll). Select the beginning restore date. All records more recent than this date will be restored to the main database.

When the settings are correct, click Start.

Click Yes to confirm the restore or No to cancel. A message will be displayed confirming the restore has been completed. Click OK.

Click Done.

#### 1.7.4.4 Download Service Pack

##### Updates

A Service Pack update is an in-cycle release that modifies some features of ACH Universal. This is distinct from an upgrade which requires a setup file be downloaded and used. The Service Pack can be downloaded and installed automatically through ACH Universal.

##### Download Service Pack

From the main menu select File, then Updates, then Service Pack.

If you have an Internet connection, click Yes to proceed with the download.

ACH Universal will automatically download and install the newest service pack if not already installed.

When prompted, close and restart ACH Universal to complete the service pack installation.

#### 1.7.4.5 Desktop Platform Upgrade

##### Overview

ACH Universal upgrades are released periodically to enhance functionality and offer new features.

Please follow the steps at our Support Center:

<http://www.treasurysoftware.com/support2-Install-Center.html>

### 1.7.5 Legacy Help

We are proud of our continual development of ACH Universal.

This folder contains help topics relevant to older versions of ACH Universal. While the screens and instructions may not apply to your version, we have included them to support our existing client base.

#### 1.7.5.1 Accounts

##### Overview

All data imported into ACH Universal are organized around an account. The account represents a bank account used in the ACH files for making payments or receiving payments. This can be a checking account, depository account, or even a savings account.

##### Read Before Proceeding!

Never use the Sample account for live data. This account is for demonstration purposes only. Every time ACH Universal is started, data in the Sample account is automatically deleted. This includes any live data. Avoid possible data loss and always use an account created and set up specifically for your organization's data. See [Creating An Account](#) to begin that process.

##### 1.7.5.1.1 Creating An Account

##### Why create an account?

ACH Universal ships with a built-in account, Sample. Do NOT use this account for live data. The data imported into Sample is deleted every time the program is started. From the standpoint of your organization's data, this is not what you want. The first step in using ACH Universal is to create an account for your company data. If you need multiple accounts, follow the steps for each account.

##### Steps

There are actually two parts to creating an account in ACH Universal.

1. [Create the account](#)

In this step, you give the account a name and set the accounting period.

2. [Setup the account](#)

In this step, you fill out the specifics of the account: Bank account number, Bank ABA/Routing Number, and other information that identifies your company in the ACH file.





**Create the Account**

The Account name:

- will be presented on all reports
- will identify the account in the 'Account Selector'
- is used as the file name on your hard drive (no special characters please)
- needs to be unique from other account names already in the program
- is the only setting in this Wizard that cannot be easily changed

Account Name

Enter the name of your bank account (for example 'checking', 'payroll', 'State\_Bank', etc...)

Cancel < Back Next >

Figure 2 - Name Account

Best practice is to use a name that is descriptive of its purpose (for example, 'Checking' for a checking account instead of 'Account 1').

There are only 3 rules for names:

- Start account names with a letter, not a number
- Spaces are not allowed. Use an underscore or internal capitalization for clarity
- It must be unique from other accounts

### Set Accounting Periods

On the next screen (Figure 3 below), set the accounting periods used for the account. Months, the default, is the most common choice. Note: May not be visible in all versions.

Click Next.



The screenshot shows a software window titled "Accounting Periods". On the left is a circular icon with a blue background and a yellow house-like shape, surrounded by financial terms like "CUSTOMER STATEMENT", "CHECKS POSTED", and "OTHER WITHHOLDINGS". The main text reads: "Your account has been created and the Accounting Periods have been set to 'Months' by default." Below this, it explains that accounting periods can be monthly, 13 periods of 4 weeks each, weekly, daily, or custom. A form box contains the following options: "Accounting Periods" with a radio button selected for "Months (default)", another radio button for "Other Accounting Periods", and a checked checkbox for "Setup periods now". Below the form, "Notes:" are listed: "--Periods are optional with Positive Pay." and "--Periods are needed if using Account Reconciliation in addition to Positive Pay." At the bottom are three buttons: "Cancel", "< Back", and "Next >".

### Accounting Periods

Your account has been created and the Accounting Periods have been set to 'Months' by default.

Accounting Periods can be monthly, 13 periods of 4 weeks each, 4-4-5, weekly, daily, or any custom accounting period that you use.

Accounting Periods

- Months (default)
- Other Accounting Periods

Setup periods now

Notes:

- Periods are optional with Positive Pay.
- Periods are needed if using Account Reconciliation in addition to Positive Pay.

Cancel    < Back    Next >

Figure 3 - Accounting Periods

### Switch to New Account

The next screen (Figure 4 below) allows you to switch to the newly created account and begin using it or stay in the current account. You can always switch to the new account at any time later.

Click Finish..

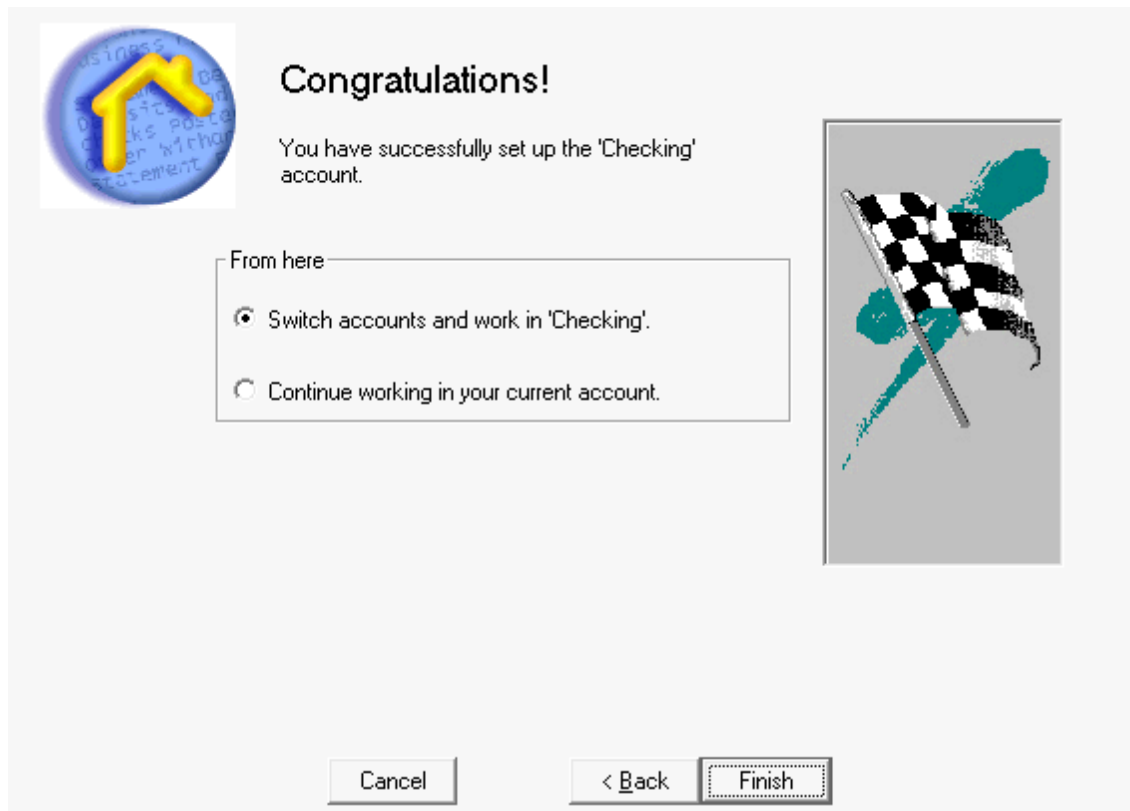


Figure 4

### Proceed to Account Setup

The final screen (Figure 5 below) that appears during the account creation process allows you to proceed immediately to [Account Setup](#) (click Yes) or skip setup at this time.

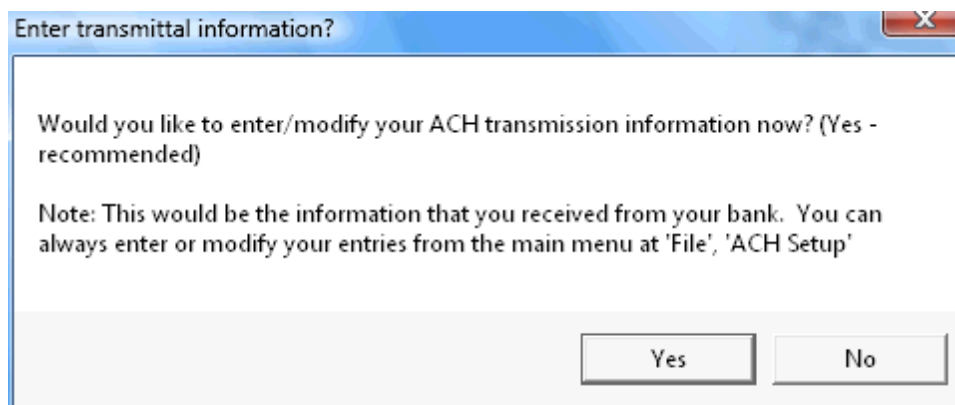


Figure 5

### Next Step

[Account Setup](#)

1.7.5.1.1.2 Account Setup

### Overview

In Account Setup, you will enter account information to identify your organization's bank account in the ACH file.

### Required

You must have already completed [Account Creation](#).

### Steps

Select File from the main menu, then ACH Setup.

The ACH Setup Wizard will be displayed. Click Next.

In Figure 1 (below), you will begin to enter the information that identifies your organization in the ACH file. This is used by your bank, which is processing the ACH file, to identify the proper account to use for the transactions. Unless explicitly stated, all fields are required.

Please enter as provided by your bank/financial institution. - File Information

Immediate Destination Code - It is typically your Bank's ABA/Routing number (total 9 digits). Used in File Header (record '1' positions 5-13)	<input type="text" value="202881066"/>
Immediate Destination Name - The name of your bank or service provider. Maximum of 23 characters. Used in File Header (record '1' positions 41-63)	<input type="text" value="Bank of Any Town"/>
Immediate Origin ID - Assigned by your bank - typically either an ABA #, or your Federal ID. Max 10 digits, typically only 9 used. Used in File Header (record '1' positions 14-23).	<input type="text" value="130009783"/>
Immediate Origin Name - Your company's name - per the Bank's records. A maximum of 23 characters. Used in File Header (record '1' positions 64-86)	<input type="text" value="Your Company"/>

Figure 1 - ACH Setup (Screen 2 of 6)

#### Immediate Destination Code

The ABA or Routing Number of the bank processing the ACH file. For example, if you are transmitting the file to ABC Bank, it would be the ABA or Routing Number of ABC Bank.

#### Immediate Destination Name

The name of the same bank from Destination Code. Maximum length is 23 characters.

#### Immediate Origin ID

This is bank-assigned. In most cases it is your organization's Federal Tax ID number, although sometimes it is the ABA Number. You must obtain this from the bank.

#### Immediate Origin Name

Your company's name, as listed in the bank's records. Maximum length is 23 characters.

After filling out each field, click Next.

Please enter as provided by your bank/financial institution. - Batch Information

Company Name - Your company's 'short' name which will be displayed on your customer's, employee's, vendor's bank statements. Max of 16 characters. Used in Batch Header (record '5' positions 5-20)

Company ID - Identifies your company, division or sub-unit. Typically will be your Federal ID with a leading '1' (total 10 digits). Can also be your DUNS with a leading '3', or bank assigned with a leading '9'. Often, based on the Immediate Origin Entry. Used in Batch Headers/Footers (records '5' positions 41-50 and '8' positions 45-54)

Originating DFI - Typically your Immediate Destination code, without the trailing check digit. 8 digits (records '5' positions 80-97, '6' positions 80-87 and '8' positions 80-87).

[Pre-fill common entries](#)

---

Advanced Batch Processing (optional)

Separate Batches by Origination Account - Multiple Source (Origination) Accounts - Typically used by payroll processors and other service bureaus handling multiple source/origination accounts. (default un-checked)

Company Discretionary Data (not displayed on recipient's statement). Batch Header (record '5', positions 21 - 40)

Figure 2 - ACH Setup (Screen 3 of 6)

#### Company Name

Can be the same as Immediate Origin Name from the previous screen, but Company Name is limited to 16 characters. This is the name that will show on customer, employee, and vendor bank statements.

#### Company ID

In most cases, this is the Federal Tax ID. If you entered ABA Number for Immediate Origin ID on the previous screen, you should most likely enter the Federal Tax ID here. If you entered the Tax ID before, you can enter it again.

#### Originating DFI

In most cases, this is the same as the Immediate Destination ID from the previous screen with the last digit left off (making this 8 digits).

#### Pre-fill Common Entries

Click this link to fill the information in the above fields with information based on that entered in the previous screen. For example, Company ID will match Immediate Origin ID and Company Name will be the first 16 characters of Immediate Origin Name. Using this link is strictly optional.

#### Advanced Batch Processing

Check the box to separate file batches by origination account. In the textbox, enter any discretionary data you wish to include. For more information on this topic, see [LINK Using multiple origination accounts](#)

When finished, click Next.

The screenshot shows a web-based form for ACH setup. It is divided into three main sections:

- Application - Standard Entry Class Code:** This section contains two radio buttons. The first is "All except CTX-EDI" (selected) with a dropdown menu showing "PPD - Personal". The second is "CTX-EDI Subsets" with a dropdown menu showing "EPN STP 820".
- Offset Record - 'Balanced' Files (only if requested by your bank):** This section has a checkbox for "Offset record required" (unchecked). To its right are two text input fields: "Offset ABA/Routing #" with the value "156530466" and "Offset Account #" with the value "888224419".
- Preferences - These have not been pre-determined by your bank:** This section has two rows. The first row has a text input field for "Default text to be included on your Customer's, Employee's, Vendor's bank statement (a.k.a. Batch Description). A simple entry such as: Dues, Payroll, ePay will suffice. (10 characters max)" with the value "AutoPay". The second row has a dropdown menu for "Default effective date. Automatically assigns the next available banking day, if a Saturday or Sunday is selected." with the value "Next day".

Figure 3 - ACH Setup (Screen 4 of 6)

#### Application - Standard Entry Class Code

The default NACHA format is the PPD format. To change the default to a different format, select it from the dropdown box. To use CTX, select the CTX-EDI Subsets radio button. This will use the EPN-STP 820 format.

For information on other non-CTX formats, see [LINK NACHA Formats](#)

For information on CTX, see [LINK CTX](#)

#### Offset Record

If your bank requires an offset record, click this checkbox.

In **Offset ABA/Routing #**, enter the ABA or Routing Number for your organization's bank.

In **Offset Account #**, enter your organization's bank account number.

Only use an offset record if your bank notifies you that it is required.

#### Preferences

In the **Default Text** field, enter the description of the transaction that will show on customer, employee, and vendor bank statements. For example, you might enter "Payroll" for a direct deposit payment to an employee.

In the **Default Effective Date** dropdown box, select when you want the bank to process the transactions or what the bank instructs you to enter. For example, some banks want an ACH file two days prior to processing. In that case, change the dropdown to Two Days.

Note: The bank's rules determine the exact date of processing. Contact your bank for their exact policies.

When finished, click Next.

Defaults - For your Customers, Employees and Vendors

Profile Lookup - If using profiles, the system can use either 'Name' or 'ID' as the primary/unique field. Note: CTX EDI must use 'Name'

Select either:  Name  ID Number

Checking or Savings Accounts

Text to indicate 'CHECKING' - Active when 'ACH\_CheckingorSavings' field is used in an import file to distinguish the transactions. - Used in creating the transaction code for each record.

Consumer or Corporate Accounts (only for PPD/CCD or PBR/CBR)

Text to indicate CONSUMER - Active when 'ACH\_Consumer\_Corporate' field is used in an import file to distinguish the transactions. Used to determine whether PPD or CCD (and PBR/CBR).

Pre-notification

Pre-Note DR/CR (optional) - If using prenotes, ie. sending a test transaction. Typically used in Payroll/Direct Deposit scenarios.

Figure 4 - ACH Setup (Screen 5 of 6)

Profile Lookup

ACH Universal has full support of profiles for creating payments. Profiles are not required by ACH Universal, however, as it is capable of ad hoc payments. When using profiles, the lookup can be done by Name or by ID Number (most common). You must ensure that the lookup field contains unique records.

Checking or Savings Accounts

If your file contains a field that differentiates an account between a checking account and a savings account, enter the appropriate checking account text into the textfield. ACH Universal will interpret all other text as indicating a savings account.

Consumer or Corporate Accounts

Similar to Checking or Savings Account text above, use text in this field to identify a consumer account. All other text in that field will cause ACH Universal to treat the record as a corporate account.

Pre-notification

Pre-notifications are used to test a transmission to ensure all settings are correct before transmitting live data. A pre-note is indicated in your data by a 0 amount. In the dropdown box, select the transaction type you wish to test (DR - collecting funds or CR - paying funds).

When finished, click Next.

The next screen is the last screen in the process. In most cases, you can simply click Finish. For information on the additional options, see ACH Setup - Advanced Options LINK.

You have finished creating and setting up an ACH Universal account. You can now begin importing data into the account and transmitting ACH files.

**Next Step**

Importing Transactions

## 1.7.6 Transfers

Transferring funds from one account to another

Need to consolidate funds - or simply transfer funds from one corporate controlled account to another?

Use ACH Universal to create the transfer. Transactions are created the same way you would create any other transaction, such as a customer collection - or employee or vendor payment.

Example

You have multiple locations and each location has its own bank account. Each location deposits locally into their account. Periodically you need to sweep funds from these depository accounts into a corporate consolidated account.

Recommended option

From within the consolidated account in ACH Universal:

1. Create a profile for each of your depository accounts.
2. Click 'Add a record' and select one of the account profiles (below)

This form was designed to add an ACH transaction that you did not already import. A list of all transactions entered in this manner can be found in 'Reports', 'Manual Additions'.

Application	Date	Debit/Credit	Payment
PPD - Personal	9/8/2010	Select ...	\$0.00

Select either --an existing Customer, Employee or Vendor; --or enter new information

Internal ID	Account Type	Email address	Addenda Record
	Checking		

Reversal

OK Cancel

3. The selected profile will populate all of the details, with the exception of the amount. Enter the amount. In this example we will transfer \$10,000 from the deposit account into the corporate consolidated account. Click OK. Repeat steps 2 and 3 for each account you want to transfer funds between.

Note: Of course, you can make a debit (collection) or credit (payment) entry - depending on your scenario/requirements.

This form was designed to add an ACH transaction that you did not already import. A list of all transactions entered in this manner can be found in 'Reports', 'Manual Additions'.

Application	Date	Debit/Credit	Payment
CCD - Corporate	9/8/2010	DR: Collect funds - Customers	\$10,000.00

Select either --an existing Customer, Employee or Vendor; --or enter new information

Depository Account

Account #	Routing/ABA #	Internal Name	Internal ID	Account Type	Email address	Addenda Record
9898765433	063000047	Depository Accou	East #1	Checking		

[Reversal](#)

4. At this point, like any other manually or imported transaction - the information is untransmitted. You will need to create an ACH file and transmit it to the bank, like any other ACH transaction for it to take effect. You can include the transfers with your other transactions, or create an ACH file to keep them separate.

#### Most asked question

***What if I need to draw funds from the other bank account in order to run payroll?  
I do not have enough funds in my central consolidated account to run payroll without the transfer.***

***How do I make sure that the transfer of funds comes first?***

Using the above as an example - The only way to guarantee that the central consolidated account is funded, is to make the effective date for the transfer of funds at least one day prior to the effective date of the payroll/disbursement.

Please note that the order of the transactions in the ACH file does not matter, nor does the order that you transmitted the files to the bank matter.

The only fact that matters is that the effective date of the funding was prior to the transaction date of the payroll/disbursements.

#### Other options

In the illustration above, we created manual entries using profiles. You can create transactions in any way that you would within ACH Universal, including:  
--importing this information - either with or without the use of profiles, or  
--creating manual entries without using profiles (not sure why you would want to do it this way)

## 2 Utilities

Utilities

This is a catch all for the various utilities included in all modules.

Please note that not all utilities will be listed, as this listing may be limited to your license level.

## 2.1 BAI File Creator

BAI File Creator

Use these instructions to create a BAI 2 formatted file from any any imported file - such as Excel, a comma delimited (csv) file or tab delimited file.

### 1. Select Bank Positive Pay upon startup



ACH Universal - Create and Transmit ACH files in NACHA format. Supports popular formats such as CCD, PPD, and CTX.



Bank Positive Pay - Supports all major bank positive pay formats. Create and Transmit your check issue files automatically and error free.

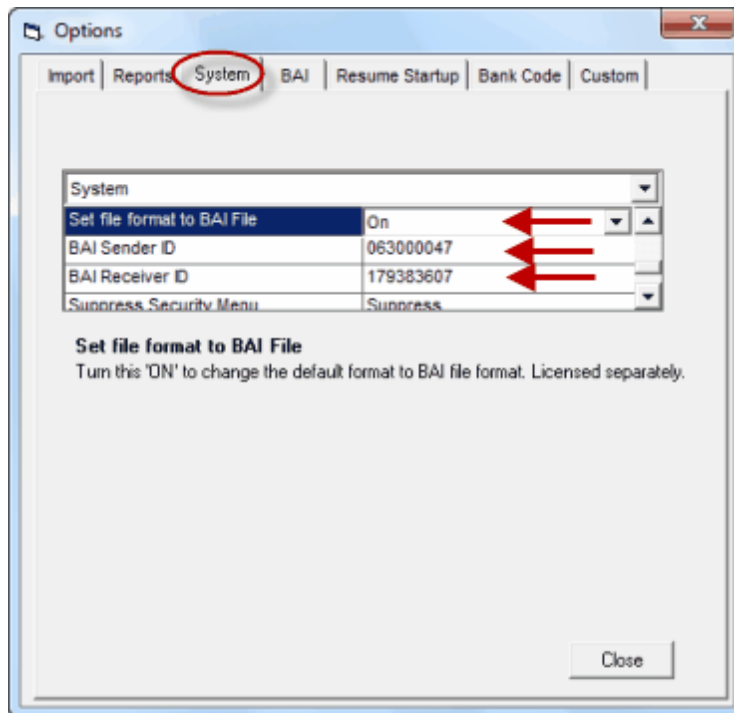


Bank Reconciliation - High Speed automated matching and exception reporting. Can be used to match both financial as well as non-financial data.

### 2. Set the BAI switch (perform only once)

From the main menu select File > Options > General > System tab  
Switch on the BAI format, and enter your ID and the receiver's ID.

Close the form when finished.



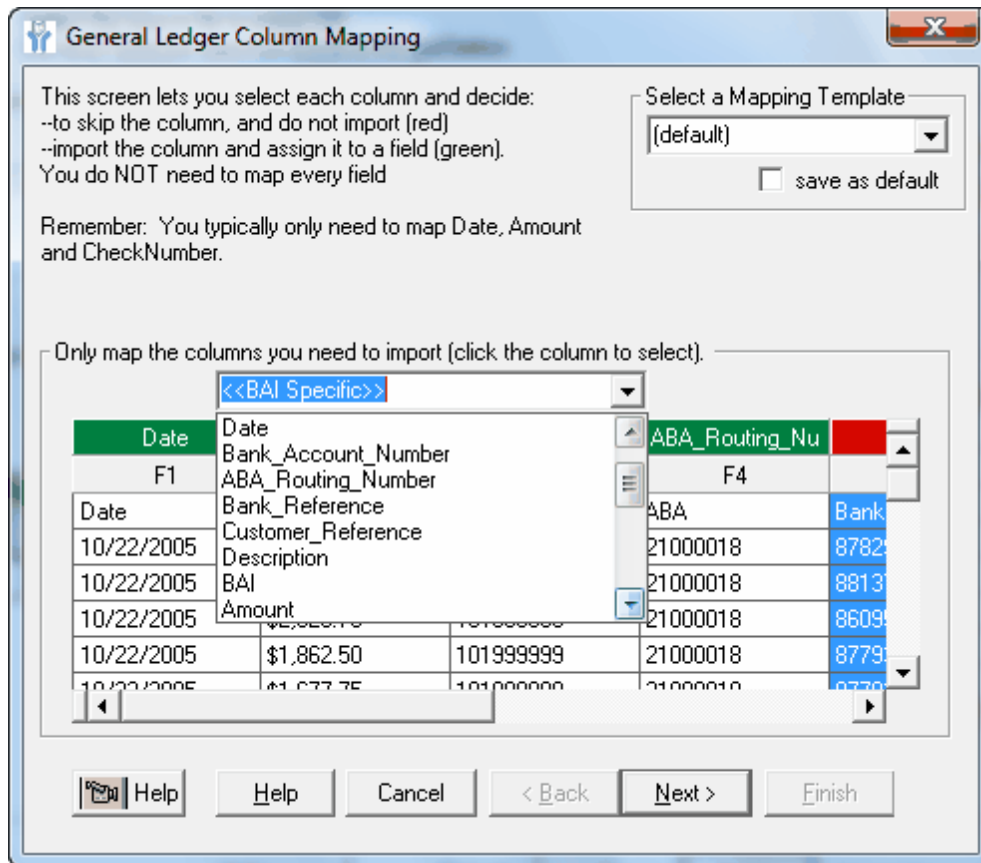
### 3. Map the fields of the file that you are importing (perform only once)

a. Click on the Import Wizard, and select the file containing your transactions. The file format can be Excel, comma delimited (csv), tab delimited or any other format that is supported.



Tip: Use the file Excel2BAI.xls located in the Program Files\Treasury Software\version 201Xxx\Tutorial\ACHData\ as a template.

b. Map the columns as appropriate



The following fields can be mapped:

- Date
- Bank Reference
- Amount
- Customer Reference
- Account Number
- BAI Code
- ABA Routing Number

Notes:

- The three description fields - customer reference, bank reference and text/description - are all optional.
- The amounts you import should be positive - they should all be absolute. The signs should not be mixed (some positive, some negative).
- The import file can contain one or multiple account numbers. However, if you need to create BAI files for more than one recipient (ie. if you are a bank and have multiple clients), you will need to create a new account/database (File > New Account > Create) for each client.

Complete the Import Wizard. Your mappings are automatically saved.

#### 4. Create the BAI file

Simply click the Create Issue File button on the 'Create' page.



Create Issue File

Note:

-In non-banking editions, on the issue file page, please ignore the text if it indicates that there are no records to transmit.

## 2.2 ACH2Excel - ACH Conversion Utility

### Overview

ACH2Excel is a utility included with ACH Universal used to convert an ACH file to an Excel spreadsheet (.xls). You can use it through ACH Universal or through the command line.

### ACH2Excel through ACH Universal

Using ACH2Excel through ACH Universal is the most common method.

From the main menu, select File, then ACH File Conversion. You will see Figure 1 (below).

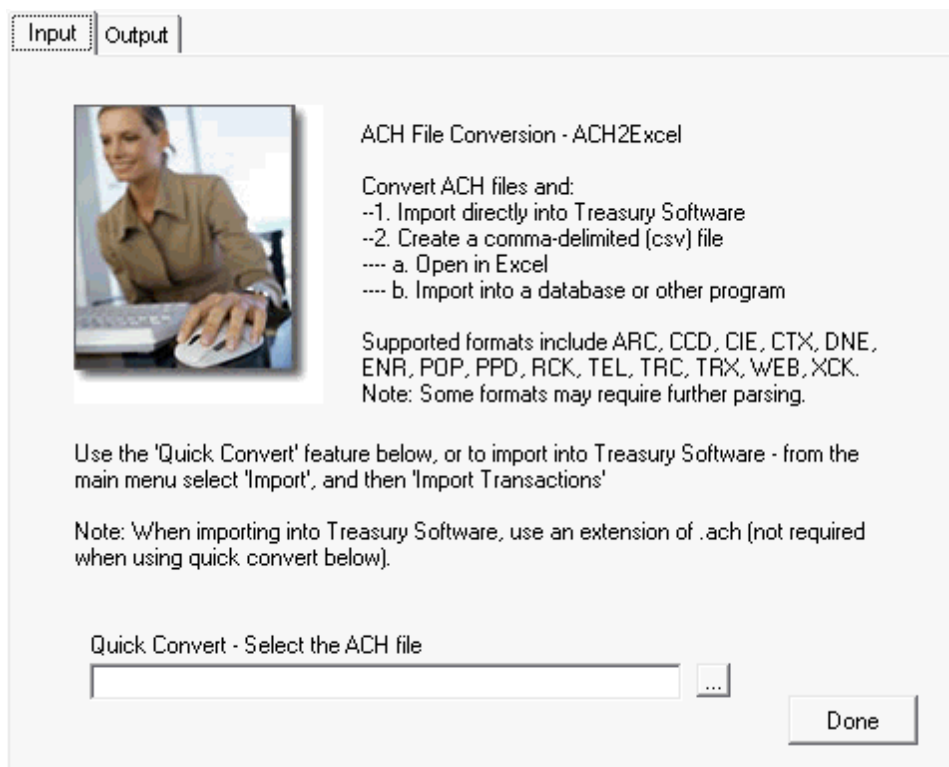



Figure 1 - ACH2Excel Input tab

Click the  and browse to the ACH file to be converted.

To do a quick conversion, click Done. This will convert the file and load it in Excel (as a csv value).

To specify file output options, click Output to open the Output tab (Figure 2 below).

Select how you want to receive the results of your ACH data conversion:

Location of Output File

Output to a 'csv' file located in the directory

Transaction file and Summary will have the same base name as the source file, but with a '.csv' extension. Summary file name will be appended with '\_ Summary'.

Integration - Treasury Software

Import into Treasury Software (enables further use and ACH output)


The system will convert the ACH file to a csv (no relation to options above) file during the import process.

Integration - Open Excel after conversion for

Transactional data

Done

Figure 2 - ACH2Excel Output tab

To output the conversion to a specific click, enable the Output to 'csv' file located in the directory checkbox, then click the  button to browse to the appropriate directory.

To import the converted file into ACH Universal for further processing (such as an ACH Return File for Returns), enable the checkbox.

Click Done to create the file.

### Command Line Options

`BRCOM.exe /ACCT="account" /ACH2 /SRCE="input file name" /OUTD="output file name"`

/ACCT - specifies account by name

/ACH2 - specifies to use the ACH2Excel utility

/SRCE - specifies file to be used as input (using absolute positioning)

/OUTD - specifies file to be used as output (using absolute positioning)

Valid source files include ARC, CCD, CIE, CTX, DNE, ENR, POP, PPD, RCK, TEL, TRC, TRX, WEB, XCK. Note: Some formats may require further parsing.

### Syntax Example

If Treasury Desktop was installed in the default location:

```
c:\Program Files\TreasurySoftware\BRCOM.exe /ACCT="sample" /ACH2 /SRCE="C:\transmit.txt" /
outd="c:\testACHdetail.csv"
```

### Reminder:

Turn on/off appropriate settings. From the main menu 'File', 'ACH File Conversion', 'Output' tab - unselect

open in Excel afterwards.

Notes for all applications:

- The order of the parameters is not significant
- Capitalization is not significant
- When specifying a file name (SRCE), use the full file path and name within quotes. When using mapped drives, remember that the path should be centric/relative to the machine where Treasury Desktop is located, not the machine issuing the trigger/command.
- Place the account name in quotes.

Working with multiple users and multiple account:

Each command line trigger - will create an independent instance of the application. There is no limit to the number of instances.

If processing simultaneous command line requests, use different accounts (Sample1, Sample2, etc...) to minimize any record locking issues. If this is not an alternative, consider processing sequentially, or using our Control Panel.

For Web and Citrix based applications, please contact a Treasury Software support representative.

## 2.3 Notification of Change ABA Merge Utility

### Overview

The Notification of Change Merge Utility enables users to Import an ACH file and generate Notification of Change transactions for each record which has the old ABA number.

The Notification of Change (COR) entry will contain the new ABA number as the corrected data, as well as 'C02' (Updated ABA number) as the NOC code.

After the Notification of Change transactions are created, you can create an ACH file to send, just like any other ACH file.

Notes:

- Transactions in the ACH file which do not have the old ABA number are ignored.
- This utility is only available in the Banking Edition

### Setup

We recommend that you print this page prior to starting.

#### 1. Create a new account specifically for this utility

From the main menu select File > New > Create and complete the New Account Wizard. When finished, it will prompt you if you want to 'Enter your transmission information now?'. Click Yes.

#### 2. ACH Setup wizard

Note: If you did not select 'Yes' in the step above, simply select File > ACH Setup to start the wizard.

- a. On screen 3 of 7 select COR - Notification of Change.

ACH Setup

Please enter as provided by your bank/financial institution. - Batch Information

**Company Name** - Your company's 'short' name which will be displayed on your customer's, employee's, vendor's bank statements. Max of 16 characters. Used in Batch Header (record '5' positions 5-20)

**Company ID** - Identifies your company, division or sub-unit. Typically will be your Federal ID with a leading '1' (total 10 digits). Can also be your DUNS with a leading '3', or bank assigned with a leading '9'. Often, based on the Immediate Origin ID. Used in Batch Headers/Footers (records '5' positions 41-50 and '8' positions 45-54)

**Originating DFI** - Typically your Immediate Destination code, without the trailing check digit. 8 digits (records '5' positions 80-97, '6' positions 80-87 and '8' positions 80-87).

[Pre-fill common entries](#)

Example 'Your Company'

Example '130009783'

Example '20288106'

Application - Standard Entry Class Code

Select the primary (default) NACHA format you will be using.  
Note: TXP is CCD.

All except CTX-EDI **COR- Notification of Change**

CTX-EDI Subsets **EPN STP 820**

Screen 3 of 7

Help Cancel < Back Next > Finish

b. On screen 7 of 7 click on the 'NOC-COR' tab.

Enter the old and new ABA numbers.

We recommend checking the 'Auto-delete' feature. This feature addresses the ACH records you will be importing that do not use the old ABA number. As these records are of no use to you, we can provide the housekeeping functionality to remove them. However, if you wish to keep them - leave the checkbox unchecked.

Click 'Finish' to save your updates.

ACH Setup

CTX WEB Reversals Pre-Note and Misc International PBR/CBR (retired) NOC-COR Advanced

Notification of Change - creates ACH-COR files (Banking edition only)

This screen enables a bank to notify originators of a change in ABA number.

To use:

1. Set this account to 'COR- Notification of Change' on the third screen of ACH Setup. (once)
2. Enter the old and new ABA numbers below. (once)
3. Import an ACH file from the main menu Import > ACH Files > ACH Files.
4. Create an ACH file as you normally would. ACH Universal will create a corrective NOC entry with code 'C02 - Need to correct ABA number' for every transaction with the 'old' routing number.

Old ABA/routing number 122217056

New ABA/routing number 321070007

Auto-delete transactions which do not have the old routing number (cleanup)

Screen 7 of 7

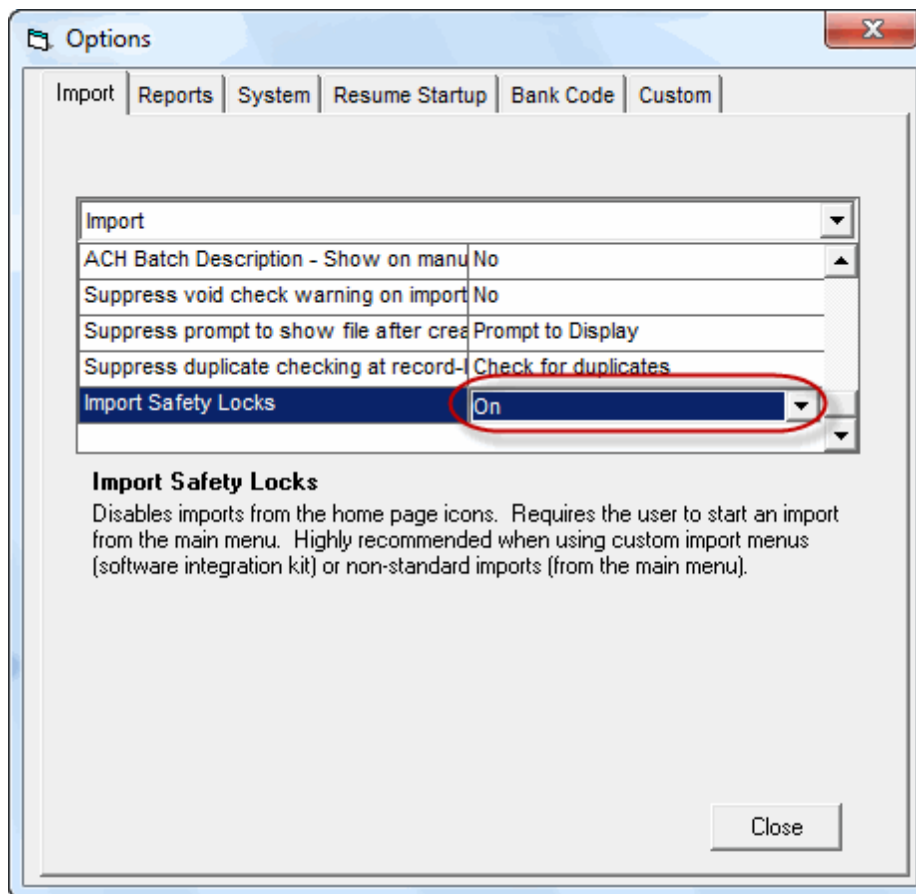
Help Cancel < Back Next > Finish

**c. Import Safety Locks - recommended (not required):**

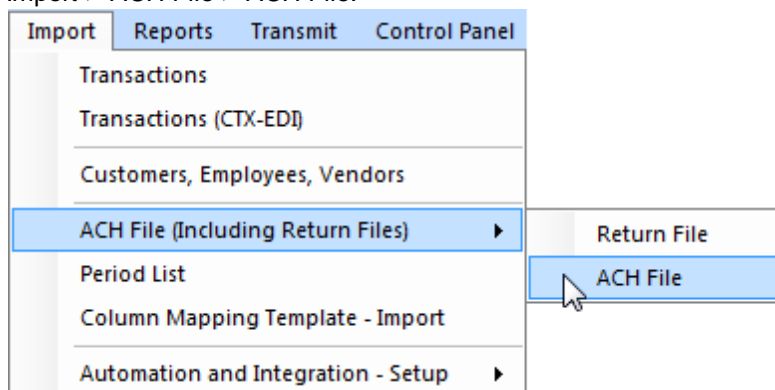
We highly recommend putting the Import Safety Locks 'On'.

From the main menu select File > Options > General > Import tab. Scroll to the bottom and turn the Safety Locks 'On'.

This prevents your users from accidentally trying to import the ACH file from the main screen icon. If they try to import from the main screen it will only convert their ACH file to Excel, it will not import the file.

**Use:****Import ACH file received**

Import your ACH file received from the Federal Reserve Bank (or other processor) from the main menu at Import > ACH File > ACH File.

**Create new ACH file containing NOC's**

Click on the 'Create ACH File' button on the home page, then click on the 'Create ACH File' button on the creation page.



Import Transactions



Add A Record



Create ACH File



Note: The count on the creation page is for all transactions in the file, not just the NOC transactions.

**Done - Congratulations!**

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