

# Online Treasury Manager: ACH Initiation

<https://onlinetreasurymanager.suntrust.com>

## Logging On

### To Log On to Online Treasury Manager

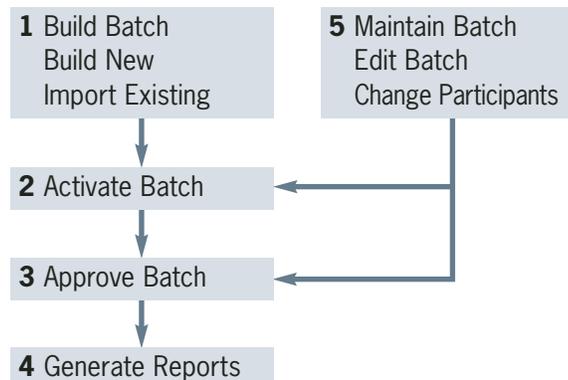
1. Enter your **Customer ID** and **Customer Password** and your **User ID** and **User Password**.
2. Click **Login**.

### To Start ACH Initiation

From the drop-down menu, select:

**ACH Initiation** to create ACH transactions and templates, activate and approve ACH transactions, send files to SunTrust, and generate ACH transaction reports.

### ACH Initiation Flow



## 1. Building an ACH Batch

Create a batch to have a template of a specific type of ACH payment for ongoing use, such as payroll or payments to a group of vendors.

### To Build a New Batch

1. Select the **Batches** tab from the ACH Initiation screen.
2. Select a **Company**.
3. Depending on the NACHA type, a checkbox will appear for **Create Prenote**. Click this checkbox.
4. Click the **Add** button.
5. Enter the Batch Code, Batch Name, Company Entry Description, and Transaction Type.
6. Click the **Add Batch** button.

### To Copy a Batch

1. Select a batch to copy.
2. Click the **Copy** button.
3. Enter the new Batch Code, Batch Name, Company Entry Description.
4. Click **Copy Batch**.

If you have existing batch files created by another piece of software, you can import them into Online Treasury Manager to create batch templates.

### To Import an Existing ACH Batch

1. Select the **ACH Import** tab.
2. Click the **Browse** button to locate and select the batch file to import.
3. Select the ACH map you wish to use: **NACHA** to import entries with positive dollar amounts or **NACHA-Zero** to import entries with zero dollar amounts in NACHA format.
4. Click the **Import File** button.
5. Review message and click the **Close** button.
6. Click the **Import Review** button to review the file before it imports.
7. Click the **Rev** arrow icon of the imported batch to review and accept it.
8. On the Import Detail Review page, define the Batch Code and Batch Name and click the **Accept** button.
9. ACH Import Confirmation Summary page displays the imported file details. You may now review your imported file by going to the **Batches** tab, selecting your company and the assigned batch name.

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## 2. Activating an ACH Batch

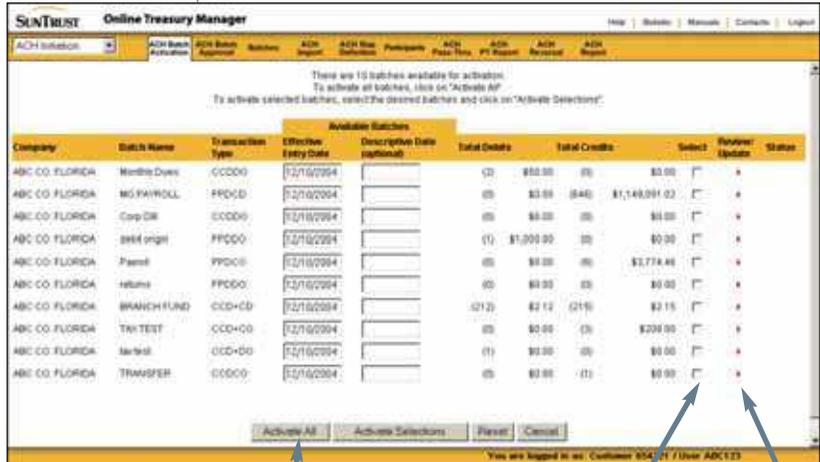
### To Activate Batches

1. Select **ACH Batch Activation** tab.
2. Choose a **Company** and click **Display Available Batches**.

3. To activate all batches, click the **Activate All** button. To activate selected batches, click the **Select** checkboxes and then click the **Activate Selections** button.

### To Make Temporary Changes To a Batch Before Activation

1. Click the **Review/Update** arrow icon of the entries you want to change.
2. Select **Update Amounts Only** or **Update Entries**.
3. Change the information and click the **Submit Changes** button.
4. Edit the Effective Date and Descriptive Date fields, if needed.
5. Click **Activate All** or click the **Select** checkboxes and then click the **Activate Selections** button.



Click Activate All

Click Checkbox

Click Review/Update

## 3. Approving an ACH Batch

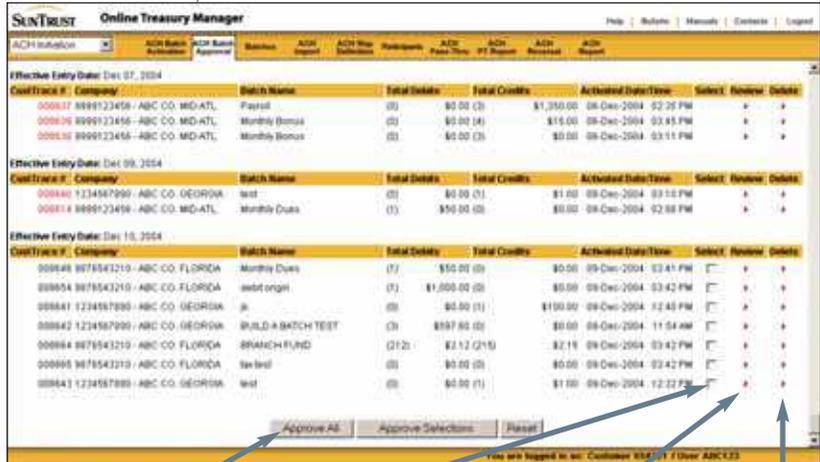
### To Approve Batches

1. Select the **ACH Batch Approval** tab.
2. Click **Approve All** to approve all batches listed, or click the **Select** checkboxes and click the **Approve Selections** button.

### To Delete or Review a Batch

1. Click the **Delete** or **Review** arrow icon.
2. Click the **Delete Batch** button from the Batch Review page. Click the **Previous** button to review the next batch.

*Warning: If you have selected a batch for approval, review, or deletion, the batch becomes locked under your ID to prevent access by another user. To unlock the batch and make it available to other approvers, click Skip/Unlock.*



Click Approve All

Click Checkbox

Click Review

Click Delete

## 4. Generating ACH Reports

### To Generate ACH Reports

1. Select **ACH Report** tab.
2. Define report criteria.
  - Select an individual batch or all batches to view.
  - Enter date or date ranges.
  - Enter bank and customer trace number, or range (optional)
  - Select sort characteristics (optional).
  - Select status to use in search.
3. Click **Submit** to receive Summary Report.
4. From the Summary Report, use the **Details** icon to view the Batch Detail Report.

*Note: You can export the ACH Report to a CSV file format or a NACHA file format by selecting from the File Output drop-down menu and clicking the Export button.*

## 5. Maintaining an ACH Batch

You may need to add participants, such as new employees to a payroll batch, or change dollar amounts.

### To Add Participants or Change Batch Entries

1. Select the **Batches** tab.
2. Select the batch you want to maintain.
3. Click the **Add Entries** button.
4. Complete fields to add a participant to the batch, as shown on the screen to the right.
5. Click the **Add Entry** button to add the participant.
6. You can either add another participant or click the **Submit Changes** button to update the batch.

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## Sending ACH Batches to SunTrust Using Pass-Thru

Use ACH Pass-Thru if you have ACH batch files in NACHA format from other applications that you simply want to send, or pass-thru, to SunTrust without modification or other processing.

### To Send ACH Batches to SunTrust

Submit your file control totals using the Phone Authorization Line (PAL) before sending your Pass-Thru files.

1. Select **ACH Pass-Thru** tab.
2. Click the **Browse** button.  
Locate and select file to send (or Pass-Thru) to SunTrust and click the **Open** button.

3. Initiate the load/validation process using **Load File**.
4. Review message and click the **Close** button.
5. Select the **Review Pending** button.
6. Use the **Process** arrow icon to view the Detail Report page.
7. Click the **Accept** or **Delete** button for the batch to pass-thru to SunTrust or be deleted.
5. Click the **Review Accepted** button to view batches sent to SunTrust.

## Logging Out

### To Log Out

Select **Logout** tab at the top of each screen to exit application and close connection completely.

## Maintaining Your Password

### To Change Your Password

1. Click **Change Password**.
2. Enter your **Customer ID** and **Customer Password** and your **User ID** and **User Password**.
3. Enter your new password and then reenter the new password. Click the **Login** button.

## Getting Help

Select the **Help** tab at the top of the page. If you need technical assistance, a password reset, or have other servicing needs, please call your Treasury Management Client Services Specialist.

- 1-866-448-6389  
Alabama, Arkansas, Mississippi, Tennessee
- 1-866-448-6394  
Florida
- 1-866-448-6392  
Georgia
- 1-866-736-2846  
District of Columbia, Maryland, North Carolina, South Carolina, Virginia, West Virginia
- 1-866-448-6392  
Other States