

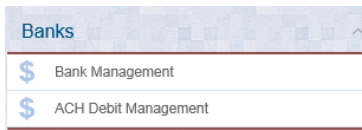
Common Remitting Service

Funding Contribution Files by ACH Debit Tutorial

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Funding Contribution Files by ACH Debit

Select ACH Debit Management below Banks on the Task Bar.



Click the  sign to add account information.



Add the bank account name, ABA routing number, account number and account type. Check the Default Account check box if this account is the only account you will use to fund contribution files.

A screenshot of the 'Add/Edit Account' form. The form is titled 'Add/Edit Account' and is part of the 'Account Management' section. It contains the following fields:

- * Account Name: A text input field.
- * ABA Routing Number: A text input field.
- * Account Number: A text input field.
- * Account Type: A dropdown menu with 'Checking' selected.
- Default Account: A checkbox.

Once account information has been entered, there are two ways to request funding for a payroll file:

1. Requests may be made in ACH Debit Management by selecting the payroll and transaction date and clicking the green check box to save the request.

A screenshot of the 'Submit Debit Funding Request' form. The form is titled 'Submit Debit Funding Request' and is part of the 'Debit Request Management' section. It contains the following fields:

- * Account Name: A dropdown menu with 'Imperial Empire Credit Union' selected.
- * Debit Amount: A dropdown menu with 'KH PUBLIC MO PAYROLL - 3/13 (\$76,446.21)' selected.
- * Transaction Date: A text input field with '5/7/2020' entered.

 Below the form, there is a note: 'The ACH debit request must be completed one day prior to the date the payroll file is processed to ensure funding is available and contributions are transmitted to your investment provider in a timely manner.'

2. In Payroll Run Management after submitting your file, click the green FUNDING button.

Payroll

KH PUBLIC MO PAYROLL - Previous

Last Name

SSN

REPORTS

FUNDING

ALL B C F G H J K M N P R S T W

SEARCH

Choose the transaction date. It is a two-day process from the transaction date.

All Funding Receipts and a printable confirmation page are available under Banks – ACH Debit Request Management.

When the SUBMIT and FUNDING buttons disappear from the screen, both actions are complete. If either button remains visible, that action is not complete.