ACH Monitor Enhancements

Direct Transmission Package
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I. Important Notes and Reminders

The enhanced ACH Monitor service will provide users access to updated screens, greater reporting options, and an overall enhanced user experience. As you explore the updated internet site, we would like to provide you with several important reminders:

- All of your organization’s authorizations and settings have been migrated from the old system to the updated ACH Monitor site
- Continue accessing your ACH Monitor service through the M&T Commercial Services Single Sign-On
- No need to change user credentials or tokens

Notable ACH Monitor Enhancements:

- Refreshed look and feel
- Select dates using on-screen calendars, rather than keying information into a blank field
- Ability to generate user activity reports
I. ACH Monitor Website Enhancements

General Navigation Overview

Your name and organization appear within the top banner, along with a Home page and Log Out button.

Primary action buttons appear at the top of the grids to allow users to quickly select an action for the selected item.

This navigation bar remains to the left of all screens. It can be used to move between the various services in which your organization is enrolled.

Most information is presented in a grid similar to this one. Information can typically be added, modified or deleted from these grids by users with appropriate permissions.
II. Main Home Page

Important Messages and Alerts

Beginning in Spring 2015, you will notice an enhanced look and feel to the ACH Monitor website. Click here for details and user guides.

Important messages from M&T Bank will appear on the ACH Monitor Home Page. These messages and alerts will notify your organization and users of important information that may impact their use of the ACH Monitor system.

The date and time of the user's last login will be presented here. This important feature allows users to recognize whether anyone else used their credentials to access the ACH Monitor internet site.
III. System Administration Functions

Group Administration Home Page

You have the Following Options:

Add New Group:
- Click “Add” button
- Enter Group information
- Save Group information

Delete a Group:
- Select the button next to the Group Name
- Click “Delete” button
- Confirm Action

Modify a Group:
- Select the button next to the Group Name
- Click “Modify” button
- Enter Group modifications
- Save user information
III. System Administration Functions

Adding or Modifying Group Permissions

1. Input the relevant Group Information, including an indication of whether the group is Administrative or Non-Administrative. Once complete, click the Users tab to assign your organization’s users to the Group.

2. Assign your organization’s users to the Group, then click the “Permissions” tab to assign Permissions to the group.

3. See the next page for instructions on adding Permissions and saving the Group information.
III. System Administration Functions

Adding or Modifying a User Group

From the Group Administration page, select the "Permissions" header, then select the service you would like to provide system access.

Click the "Add" button to add permissions for that ACH Monitor service.

Select the Account to which you want to provide the Group access. Then click the "Save" button.

NOTE: When Modifying Group permissions, the accounts already assigned to the Group will already be selected on this page.

Once all the group information, users and permissions have been entered, click the "Save" button to save the changes that have been made to the User Group.
III. System Administration Functions

User Administration Home Page

You have the Following Options:

Add New User:
• Click “Add” button
• Enter user Information
• Save user information

Delete a User:
• Select the button next to the User ID
• Click “Delete” button
• Confirm Action

Modify a User:
• Select the button next to the User ID
• Click “Modify” button
• Enter user access modifications
• Save user information
III. System Administration Functions

Adding a New User - Creating User on Commercial Services Single Sign-On

NOTE: Prior to adding a user to ACH Monitor, that user must be added to M&T’s Commercial Services Single Sign-On (CSSO). This page provides an overview of the CSSO process. For more details, please refer to the CSSO User Guide.

The CSSO System Administrator will first select “Administration” then “Users” then “Add New User.”

Enter the user’s information, including their name, phone number and email address.

Select ACH Monitor from the “Available” column and click the “Add >>” button. You will then need to select the appropriate role (User or Admin) to assign to the user. Once the steps are complete, click “Save” and confirm your action in the pop-up box.
III. System Administration Functions

Adding a New User - Commercial Services Single Sign-On (CSSO) Confirmation

The new user's designated User ID (UUID) will appear on the CSSO Current User(s) page. This UUID will be needed to provide that user access to the ACH Monitor system.

**Important Note:** A user must be created on both the Commercial Services Single Sign-On (CSSO) site, and ACH Monitor site for that user to be able to access the ACH Monitor service.
III. System Administration Functions

Adding a New User

From the User Administration page, click the “Add” button.

Enter the user’s information, including their name, password, email address, and User ID.

NOTE: The User ID must match the UUID provided by Commercial Services Single Sign-On (CSSO.)

After entering the User Information, the ACH Monitor System Administrator will assign that user to a group and select the notifications that should be sent to that user.

Refer to the next page for details surrounding these actions.
III. System Administration Functions

Adding a New User – Assigning Groups

1. Click the “Assign Groups” banner to expand the field.

2. Click the “Add” button to open a pop-up window, in which you select the appropriate Group for the user.

3. Select the appropriate group for the user, and click “Save.”
III. System Administration Functions
Adding a New User – Assigning Notifications

1. Click the “Notifications” banner to expand the field.
2. Click the “Add” button to open a pop-up window, in which you select the appropriate Notifications for the user.
3. Select the appropriate notifications for the user, and click “Save.”
III. System Administration Functions

Deleting a User Group

From the Group Administration page, select the Group you wish to delete, and click the “Delete” button.

Confirm your instructions to delete the Group by clicking the “OK” button.

**NOTE:** Deleting a Group may impact user permissions and capabilities.
IV. Control Totals

Control Total Home Page

The Control Total main landing page allows users to Add, Modify or Delete Control Totals. In addition, users can generate a report of submitted Control Totals.
IV. Control Totals

Adding a Control Total

1. From the Control Total Landing Page, click the “Add” button.

2. Select the File Name from the drop-down, then enter the Credit and Debit dollar amounts and click “Save.”

3. After saving the Control Totals, users will receive a confirmation at the top of the page, and note the Control Total added to the main page grid.
IV. Control Totals

Modifying a Control Total

1. From the Control Total Landing Page, select the Control Total you wish to modify then click the “Modify” button.

2. Modify the Credit and/or Debit dollar amounts and click “Save.”

3. After saving the Control Totals, users will receive a confirmation at the top of the page, and note the Control Total added to the main page grid.
IV. Control Totals

Deleting a Control Total

1. From the Control Total Landing Page, select the Control Total you wish to delete then click the "Delete" button.

2. Confirm your desire to delete the selected Control Total by clicking the "OK" button.

3. After confirming the request to delete the Control Total, users will receive a confirmation at the top of the page.
V. Payment and File History

Searching Originated Files and Payments

Enter the desired search criteria and click the “Search” button.

Select the File from results of your initial search.

Click the “Select File” button to view additional details from the selected file.

NOTE: The user selects a File (as shown above), then the will need to select a Batch from that file, and then the item they want to review. Each step opens a new grid below the existing grid. See next page for a sample of all grids open on same page.
V. Payment and File History

Originated Item Detail

The user will need to 1 select the desired file, then 2 click the “Select File” button.

The user will then need to 3 select the desired batch, then 4 click the “Select Batch” button.

The user will then need to 5 select the desired batch, then 6 click the “Select Batch” button.

Below is a sample output with all the relevant information for the selected ACH item:

<table>
<thead>
<tr>
<th>File data:</th>
<th>File ID Modifier</th>
<th>Credit Amount</th>
<th>Company ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Destination Name:</td>
<td>987564321</td>
<td>768365.53</td>
<td>2222222222</td>
<td>PPD</td>
</tr>
<tr>
<td>Immediate Origin Name:</td>
<td>ABC Company</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Creation Date:</td>
<td>08/10/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Creation Time:</td>
<td>11:15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry Addenda Count:</td>
<td>256</td>
<td></td>
<td></td>
<td>INVOICE</td>
</tr>
<tr>
<td>Date Processed:</td>
<td>08/10/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Processed:</td>
<td>09:46</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Batch data:</th>
<th>Effective Date</th>
<th>Credit Amount</th>
<th>Company ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Number:</td>
<td>0006091</td>
<td>768365.53</td>
<td>2222222222</td>
<td>PPD</td>
</tr>
<tr>
<td>Date Processed:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Amount:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Type:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Transaction Type:                 |                  |               |            |        |
| Transaction Code:                 |                  |               |            |        |
| Individual ID:                    |                  |               |            |        |
| Individual Name:                  |                  |               |            |        |
| Dollar Amount:                    |                  |               |            |        |

| Item data:                        |                  |               |            |        |
| Transaction Code:                 |                  |               |            |        |
| Individual ID:                    |                  |               |            |        |
| Individual Name:                  |                  |               |            |        |
| Original Account Number:          |                  |               |            |        |
| Original Transaction Number:      |                  |               |            |        |
| Account Number:                   |                  |               |            |        |
| Entry Addenda Count:              |                  |               |            |        |
| Entry Description:                |                  |               |            |        |
V. Payment & File History

Search Originated & Received Payments

The user will enter their search criteria and clicks the “Search” button to display the results.

**NOTE:** The system will allow users to search up to 10 calendar days at a time.

Select the item you wish to review, and then click the “Show Item Details” button.
V. Payment & File History

Search Originated & Received Payments Results

Search results will be displayed, with the rest of the page grayed out behind the search results.
VI. Payment Schedule

After clicking the "Modify" button (above), the system will then navigate to the calendar to allow you to select the dates you intend on submitting files to M&T Bank. Once complete, click "Save" at the bottom of the calendar.

NOTE: The Description field will populate the last description entered. You may edit it as needed.
VII. Audit Reporting

Enter your search criteria and report output type

NOTE: M&T Bank recommends you generate your reports in PDF (rather than HTML) to allow the information to be saved electronically.

Click the “Create Report” button to generate your organization’s audit report.

NOTE: Some reports will open in a new window, and may require you to allow pop-up windows.
VII. Sample Audit Report

<table>
<thead>
<tr>
<th>Command</th>
<th>Date</th>
<th>Time</th>
<th>Segment</th>
<th>Record Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
<td>08/22/2014</td>
<td>13:56:28</td>
<td>User Login</td>
<td>Valid Request</td>
</tr>
<tr>
<td>Login</td>
<td>08/25/2014</td>
<td>15:13:29</td>
<td>User Login</td>
<td>Valid Request</td>
</tr>
<tr>
<td>Login</td>
<td>08/25/2014</td>
<td>15:13:29</td>
<td>User Logout</td>
<td>User successfully logged out</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>Browse: 2</td>
<td>Inquiry: 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Command</th>
<th>Date</th>
<th>Time</th>
<th>Segment</th>
<th>Record Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
<td>08/26/2014</td>
<td>07:19:48</td>
<td>User Login</td>
<td>Valid Request</td>
</tr>
<tr>
<td>Add</td>
<td>08/26/2014</td>
<td>07:19:53</td>
<td>Modify Corp User</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>08/26/2014</td>
<td>07:20:50</td>
<td>Assign Profile Notifications</td>
<td>C631</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Notification ID</td>
<td>test0004</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>User ID</td>
<td>test0004</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corporate Customer</td>
<td>ABC Co.</td>
</tr>
<tr>
<td>Add</td>
<td>08/26/2014</td>
<td>07:29:51</td>
<td>Assign Profile Notifications</td>
<td>C632</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Notification ID</td>
<td>test0004</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>User ID</td>
<td>test0004</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corporate Customer</td>
<td>ABC Co.</td>
</tr>
<tr>
<td>Modify</td>
<td>08/26/2014</td>
<td>07:23:51</td>
<td>Modify Corp User</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Change Details</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>User ID</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corporate Customer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EPA User Verify Max</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EPA User Verify Level</td>
<td>0.00</td>
</tr>
<tr>
<td>Login</td>
<td>08/26/2014</td>
<td>07:29:52</td>
<td>Modify Corp User</td>
<td></td>
</tr>
<tr>
<td>Login</td>
<td>08/30/2014</td>
<td>08:14:05</td>
<td>User Login</td>
<td>Valid Request</td>
</tr>
<tr>
<td>Login</td>
<td>08/30/2014</td>
<td>08:14:07</td>
<td>Modify Corp User</td>
<td></td>
</tr>
<tr>
<td>Login</td>
<td>08/30/2014</td>
<td>08:15:40</td>
<td>User Logout</td>
<td>User successfully logged out</td>
</tr>
<tr>
<td>Login</td>
<td>08/30/2014</td>
<td>08:49:54</td>
<td>User Login</td>
<td>Valid Request</td>
</tr>
<tr>
<td>Browse</td>
<td>08/30/2014</td>
<td>08:58:01</td>
<td>Control Total Search</td>
<td>ABC Co.</td>
</tr>
<tr>
<td>Add</td>
<td>09/05/2014</td>
<td>09:50:32</td>
<td>Control Total Search</td>
<td>ABC Co.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Application Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Credit Amount</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Debit Amount</td>
<td>4500.00</td>
</tr>
</tbody>
</table>
Questions

M&T Bank’s Commercial Service Team is here to help. Please call us Monday through Friday 8am-6pm at 1-800-724-2240 to speak with one of our dedicated service team members.