



ExecuBanc Premier ACH User's Guide

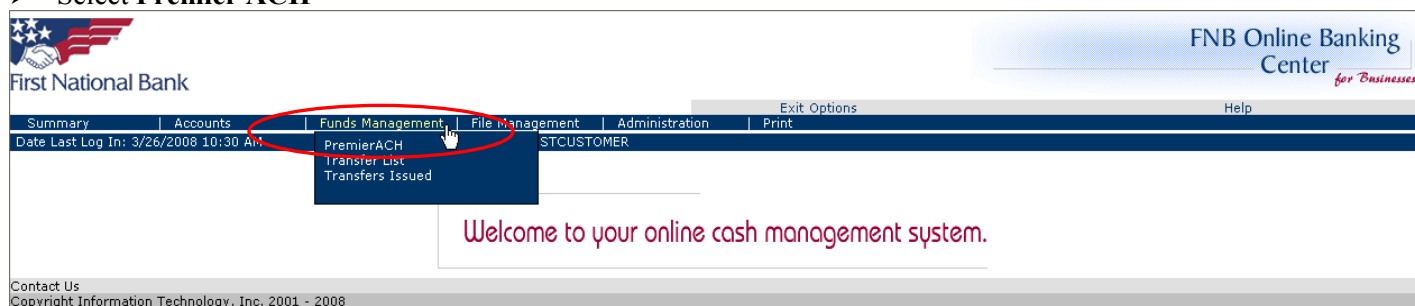
This procedure describes the process of creating ACH files using the **ExecuBanc Premier ACH** software. If you are using your own software to create ACH files, follow the upload process on page 7 of this guide.

- **Premier ACH** must first be installed as an option through **ExecuBanc Business Internet Banking** before you will have access to the program.
- You will need to install **Premier ACH** once on each PC, in order to have the ability to process ACH Files.

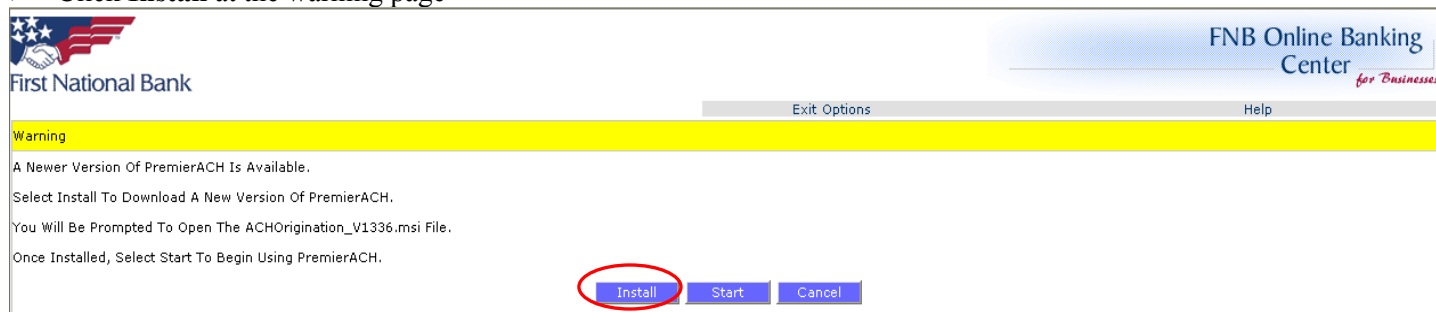
NOTE: Do not press the  **Back** button on the Internet browser toolbar while using this application.

To install the Premier ACH Function:

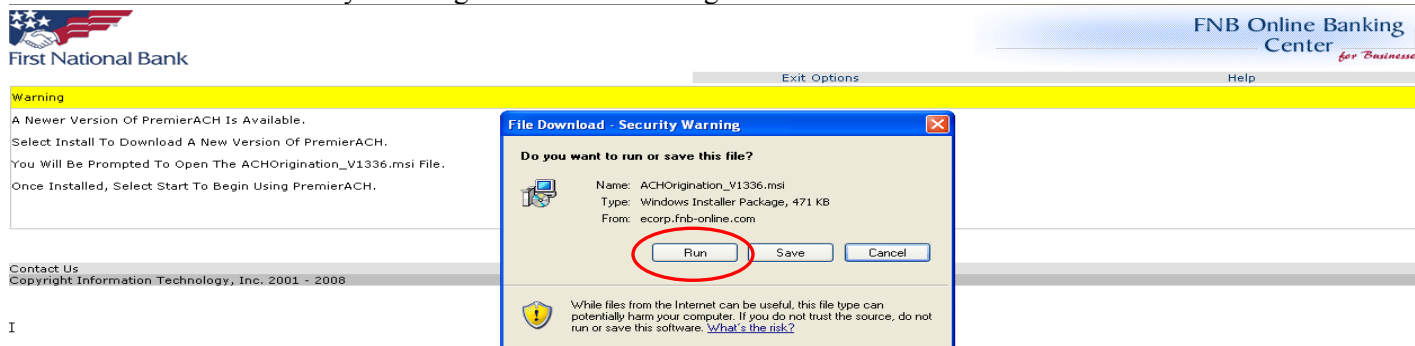
- Select the **Funds Management** tab
- Select **Premier ACH**



- Click **Install** at the warning page



- Click **Run** at the Security Warning file download dialogue box



➤ Click **Run** if you get this Internet Explorer Security Warning

The screenshot shows a web browser window with the First National Bank logo and "FNB Online Banking Center for Businesses" header. A yellow warning banner is visible. An "Internet Explorer - Security Warning" dialog box is open, displaying the following text:

Warning
A Newer Version Of PremierACH Is Available.
Select Install To Download A New Version Of PremierACH.
You Will Be Prompted To Open The ACHOrigination_V1336.msi File.
Once Installed, Select Start To Begin Using PremierACH.

Internet Explorer - Security Warning
The publisher could not be verified. Are you sure you want to run this software?
Name: ACHOrigination_V1336.msi
Publisher: **Unknown Publisher**

Buttons: **Run** (circled in red), Don't Run

This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. [How can I decide what software to run?](#)

➤ Click **Next** to let the InstallShield Wizard for ACH origination install the software

The screenshot shows the "ACH Origination Application - InstallShield Wizard" dialog box. The text inside reads:

ACH Origination Application - InstallShield Wizard
Welcome to the InstallShield Wizard for ACH Origination Application Version 1.3.0.36
The InstallShield(R) Wizard will install ACH Origination Application on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.

Buttons: < Back, **Next >** (circled in red), Cancel

➤ Click **Install**

The screenshot shows the "ACH Origination Application - InstallShield Wizard" dialog box. The text inside reads:

ACH Origination Application - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

Buttons: < Back, **Install** (circled in red), Cancel

➤ Click **Finish**

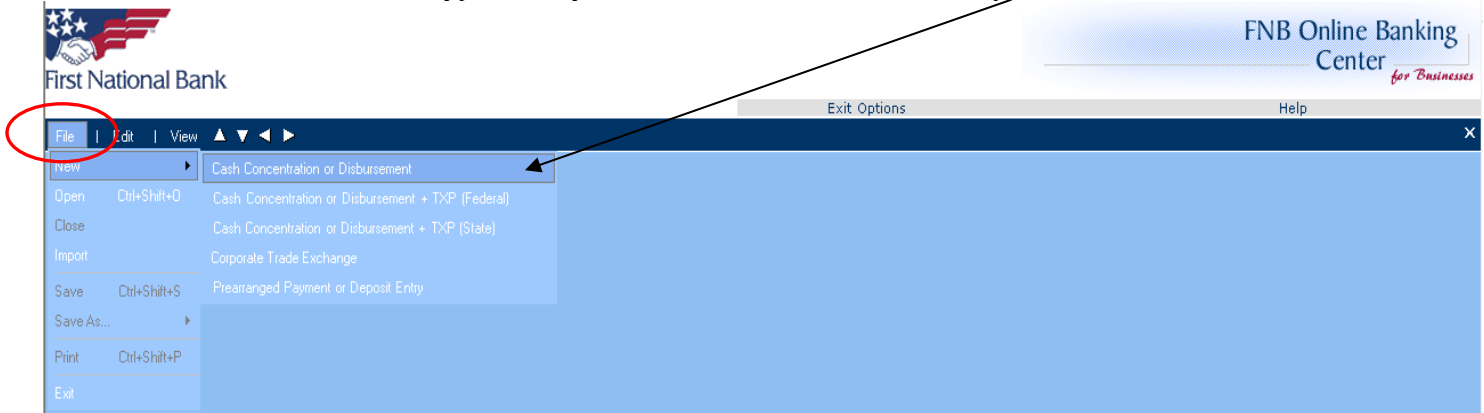
The screenshot shows the First National Bank website interface. On the left, the bank logo and name are visible. A yellow warning banner reads: "Warning: A Newer Version Of PremierACH Is Available. Select Install To Download A New Version Of PremierACH. You Will Be Prompted To Open The ACHOrigination_V1336.msi File. Once Installed, Select Start To Begin Using PremierACH." In the top right corner, the "FNB Online Banking Center for Businesses" logo is present. Overlaid on the page is a blue dialog box titled "ACH Origination Application - InstallShield Wizard". The dialog box contains the text: "InstallShield Wizard Completed" and "The InstallShield Wizard has successfully installed ACH Origination Application. Click Finish to exit the wizard." At the bottom of the dialog box, there are three buttons: "< Back", "Finish" (circled in red), and "Cancel".

➤ Click **Start** to begin using Premier ACH

The screenshot shows the First National Bank website interface. On the left, the bank logo and name are visible. A yellow warning banner reads: "Warning: A Newer Version Of PremierACH Is Available. Select Install To Download A New Version Of PremierACH. You Will Be Prompted To Open The ACHOrigination_V1336.msi File. Once Installed, Select Start To Begin Using PremierACH." In the top right corner, the "FNB Online Banking Center for Businesses" logo is present. Overlaid on the page is a dialog box with a blue header and footer. The header contains "Exit Options" and "Help". The dialog box contains the text: "Install", "Start" (circled in red), and "Cancel".

Creating the File:

- Click **File - New** - Select the type of file you would like to send from the drop-down menu



ACH Standard Entry Class (SEC) Code Descriptions:

- PPD** PreArranged Payment or Deposit - single or recurring entry
ARC Accounts Receivable - single entry (one time)

Corporate ACH Class Code Descriptions:

- CCD** Cash Concentration or Disbursement
CCD+ Cash Concentration or Disbursement - same as above except that it may contain 1 addenda record which contains up to 80 characters (additional information sent about Entry Detail records)
CTX Corporate Trade Exchange

- **Complete** the file information

Sequence - This number will auto fill

Hold - If you choose, you can check this box to hold the transaction for this file transmission i.e.: withholding pay while an employee is on vacation

Batch - This number will auto fill

Name/Company Name - The person or company whose account is being debited or credited

Account - The checking or savings account number

Identification (optional field) – Uniquely identifies the individual or company

Discretionary - Leave blank

Amount - The amount to be debited or credited

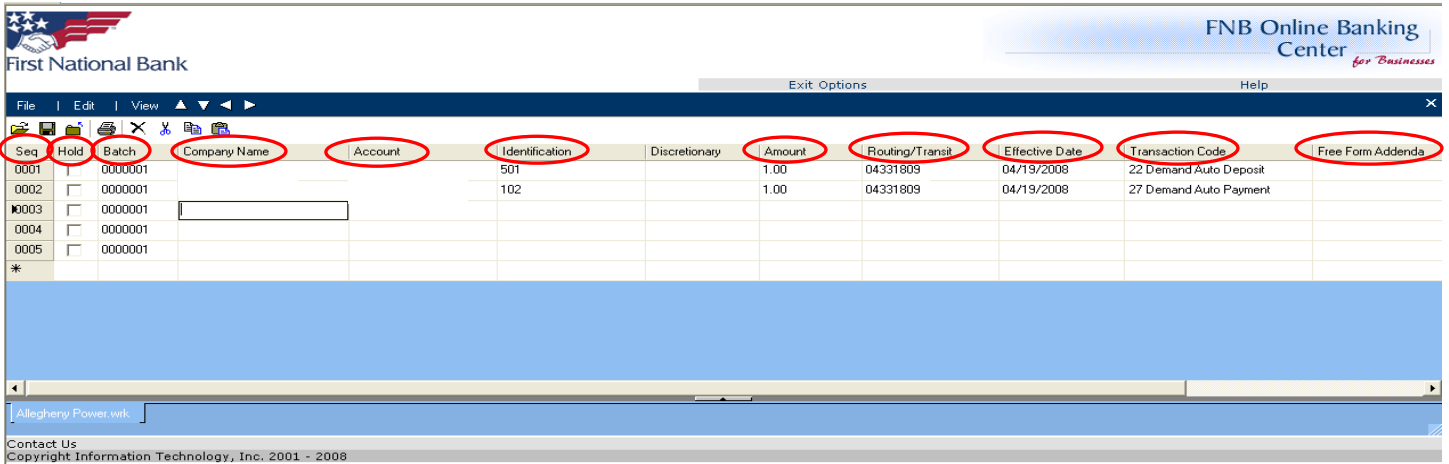
Routing/Transit - The 9-digit routing number of the bank being debited or credited

Effective Date - This date *must* be at least 2 business days in advance

Transaction Code - Identifies the type of transaction

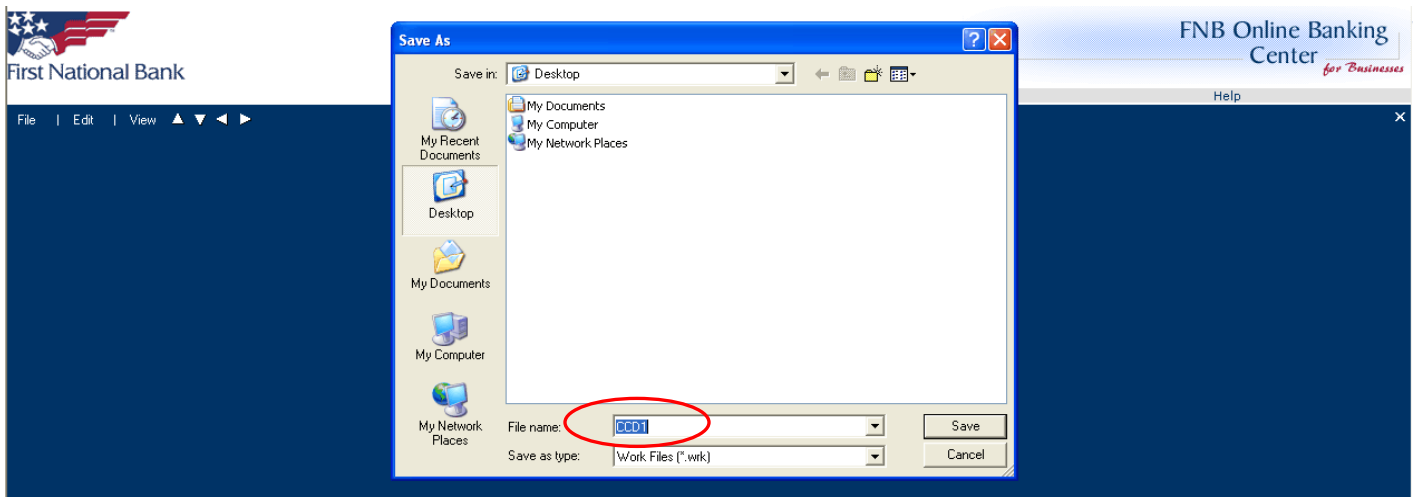
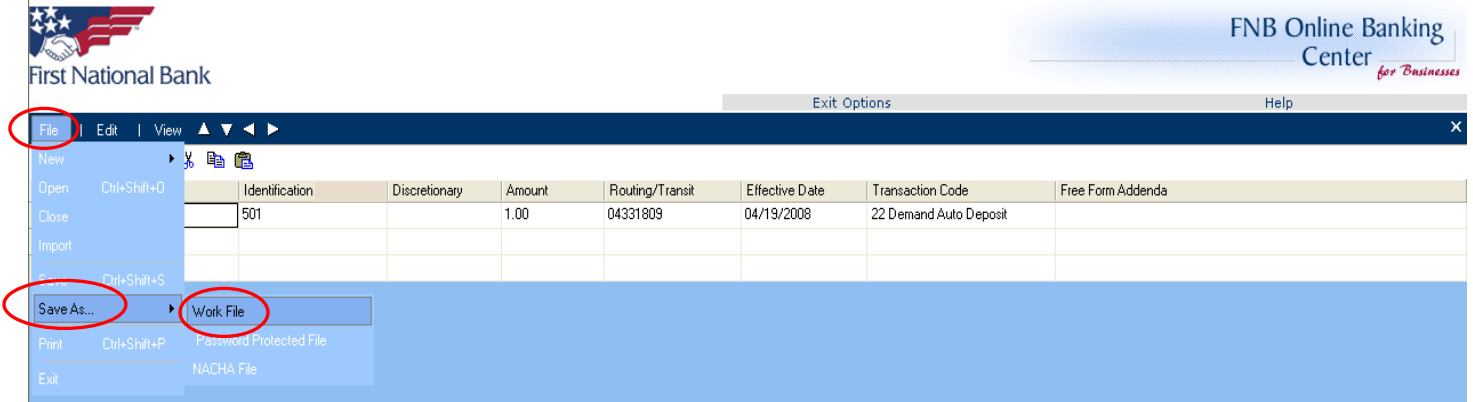
- 22 Demand Auto Deposit (credit)
- 23 Demand Prenotice Credit
- 27 Demand Auto Payment (debit)
- 28 Demand Prenotice Debit
- 32 Savings Auto Deposit (credit)
- 33 Savings Prenotice Credit
- 37 Savings Auto Payment (debit)
- 38 Savings Prenotice Debit

Free Form Addenda (optional field) – A description that accompanies the transfer to its destination (see example on next page)

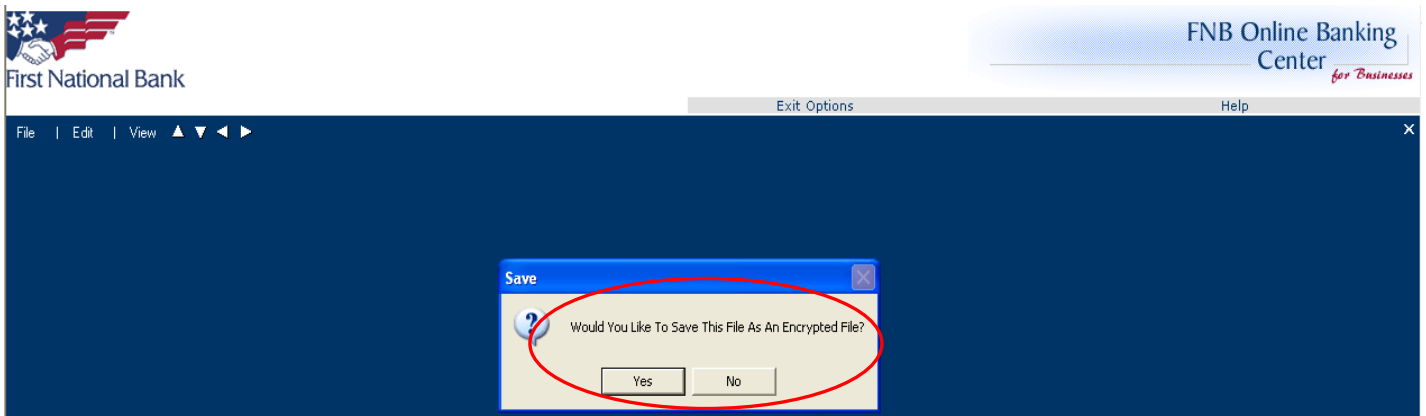


➤ Click **File - Save As** - Choose the option - **Work File**

Work File allows you to use as a working file. Changes can be made in the work file prior to being sent to the Fed for processing. It is advised to create this file and work from this file until you are ready to send to the Fed. Save as a **.wrk** file. Name the file (payroll, taxes etc.) so that you will recognize it.

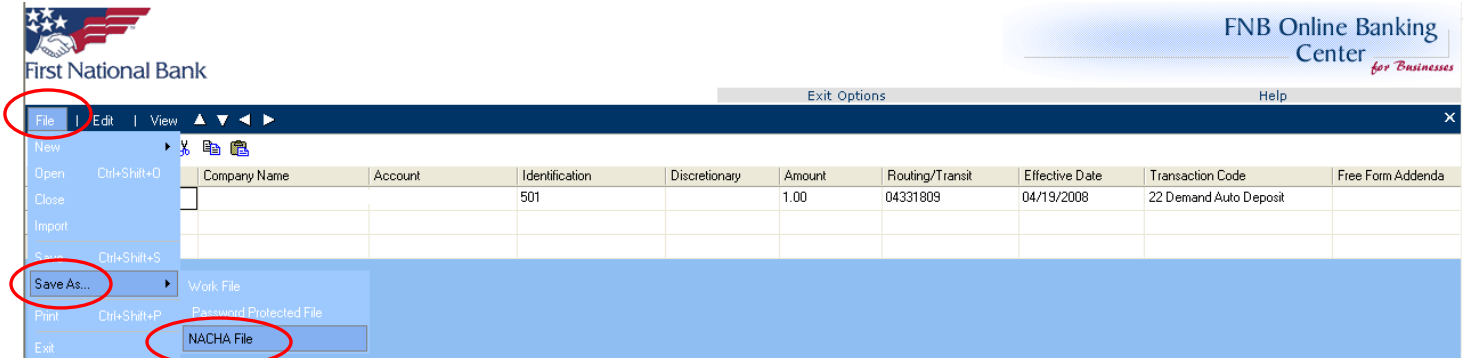


The first time you create a file you will get the following message, "Would you like to save as an encrypted file?" When files are encrypted, you will not be able to view in Word or Notepad, etc. However, you will always be able to view it in **Premier ACH**. We suggest that the file is encrypted for security.



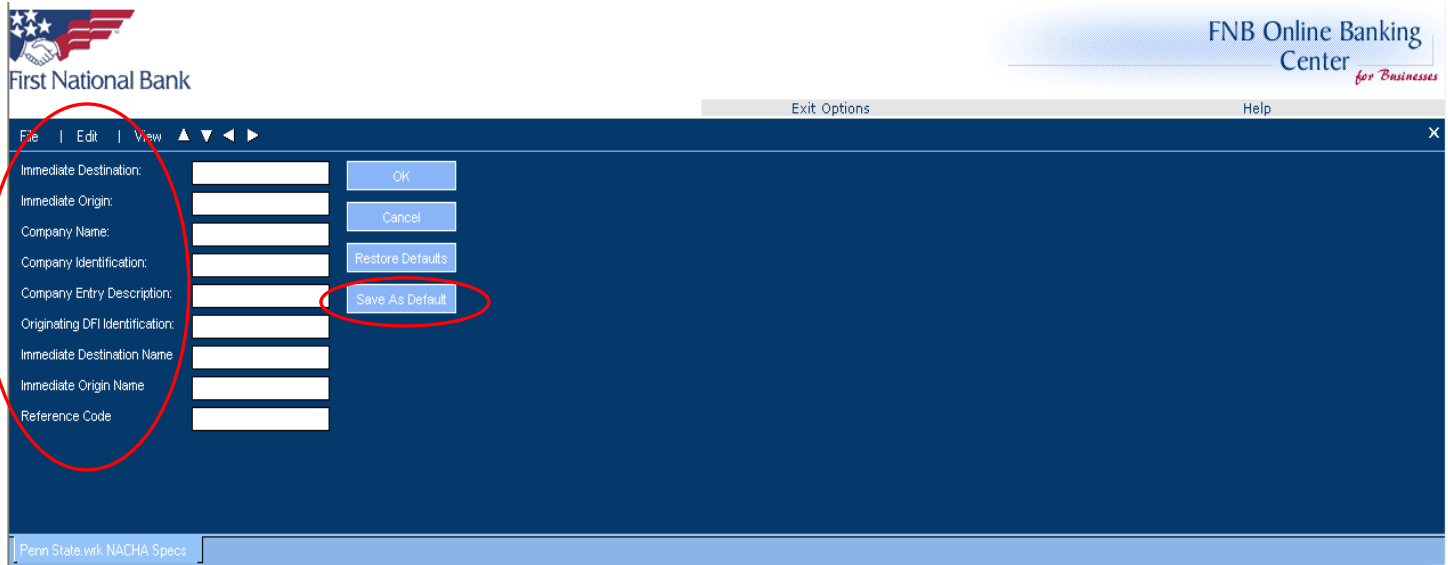
When ready to create a File for Transmission:

- Click **File - Save As – NACHA File**

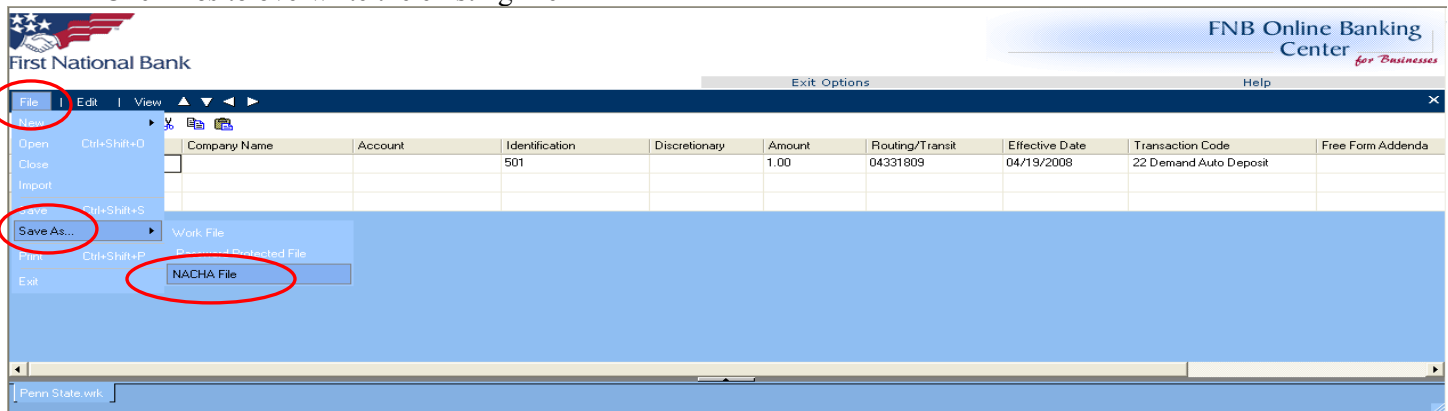


- New files will be asked to complete the following header information:
 - Immediate Destination** - Bank routing number 043318092
 - Immediate Origin** - Bank routing number 043318092
 - Company Name** - Your Company name
 - Company Identification** - Tax ID preceded by a "1"- no spaces/dash
 - Company Entry Description** - Payroll, taxes, etc.
 - Originating DFI Identification** - 04331809 (FNB routing number minus the number 2 at the end)
 - Immediate Destination Name** - FNB PA
 - Immediate Origin Name** - FNB PA
 - Reference Code** - Leave Blank
- Click **Save as Default**. This saves the header information, not the file itself.

If creating files for Multiple Companies, you will need to save the header information for each file.

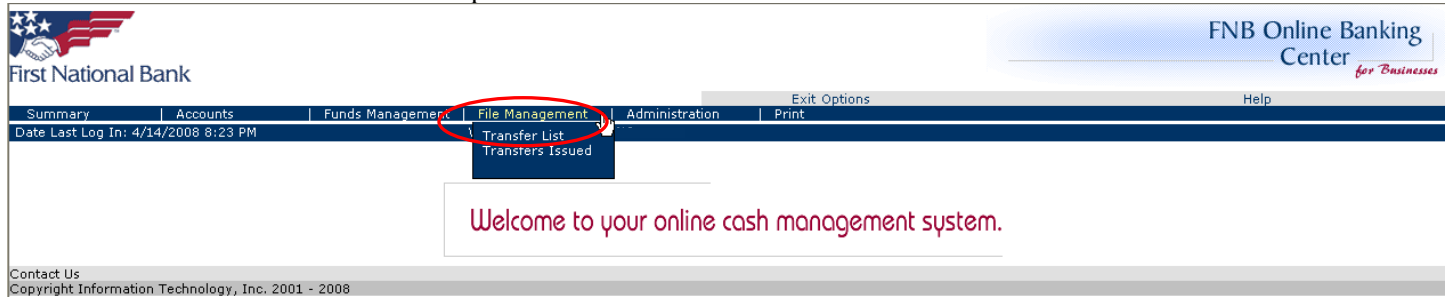


- Click **File - Save As - NACHA File** - (this saves the file in the format necessary for submission)
 - Any error to the file will appear here (out of balance, incorrect tran code, etc.)
 - Select the location to save the file
 - The file extension will automatically become **.ach**
 - Select **File, Exit** and on the initial file you will be asked if you want to save the file
 - The path of the file will be displayed. Click **Yes**
 - This only occurs on new files being created
 - The file save dialog box appears again. Click **Save**
 - Click **Yes** to overwrite the existing file

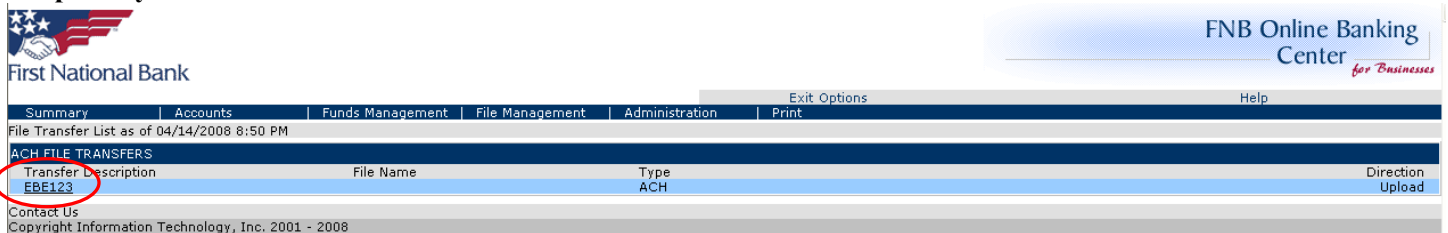


To Send the File or Upload a File from your own ACH Software:

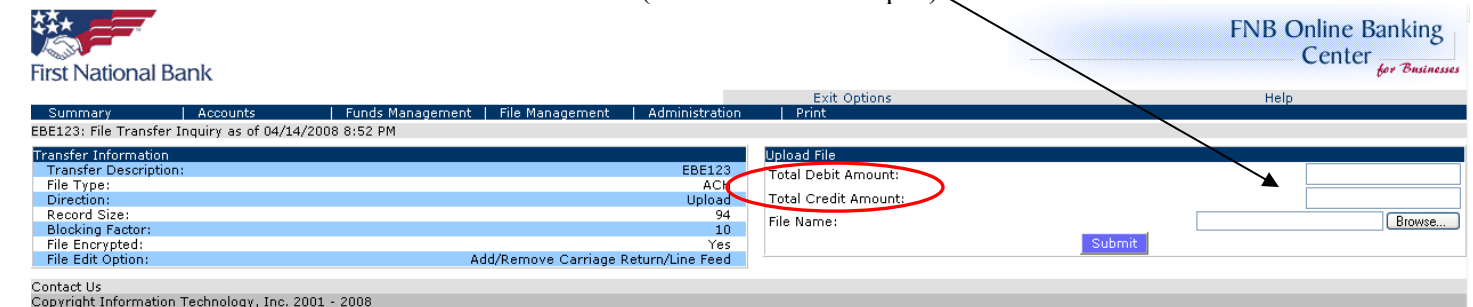
- Select the **File Management** tab
- Choose **Transfer List** from the drop-down menu



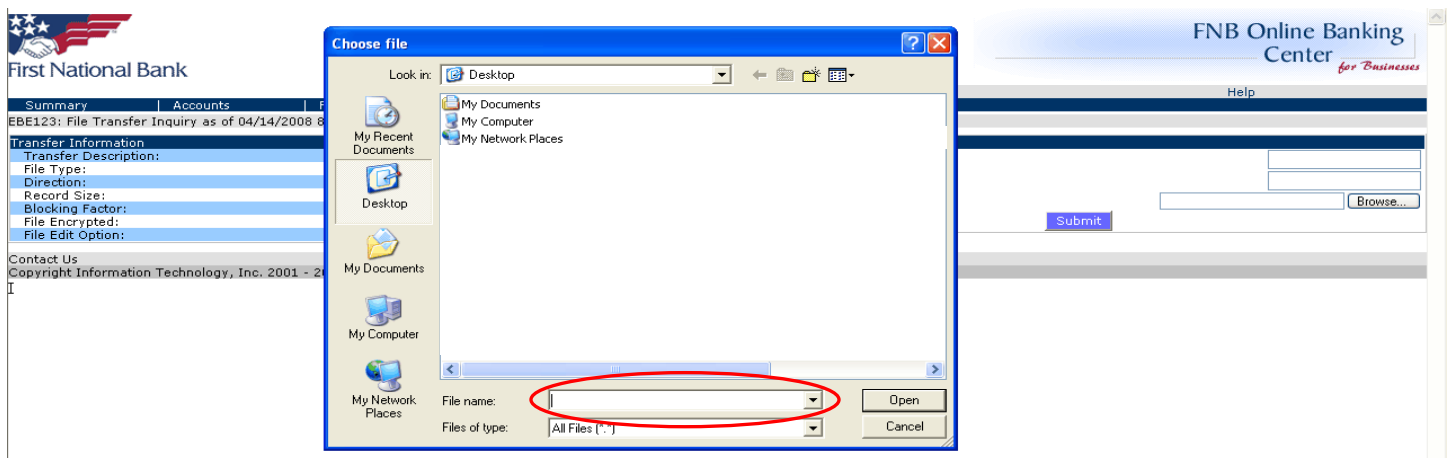
- Select the corresponding EB File Identifier (number) that has been provided from the Transfer Description list to identify the file. EB numbers containing DR are for debit files (money being pulled into your account) EB numbers containing CR are for credit files (money being sent out of your account). **Each EB number can only be used once per day.**



- Enter the Total **Debit** and Total **Credit** amount (the amounts must equal)



- Browse for the ACH File previously saved on your PC and select the file you want to transfer



- Click **Submit** to initiate the transfer

First National Bank

FNB Online Banking Center *for Businesses*

Summary | Accounts | Funds Management | File Management | Administration | Print | Exit Options | Help

EBE123: File Transfer Inquiry as of 04/14/2008 8:55 PM

Transfer Information	
Transfer Description:	EBE123
File Type:	ACH
Direction:	Upload
Record Size:	94
Blocking Factor:	10
File Encrypted:	Yes
File Edit Option:	Add/Remove Carriage Return/Line Feed

Upload File	
Total Debit Amount:	1.00
Total Credit Amount:	1.00
File Name:	C:\Documents and Settings\ Browse...

Contact Us
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- You will receive a **confirmation number** to let you know that your file was uploaded successfully.

NOTE: ACH Files must be sent **(2) Business days** in advance of the **effective date**.

Contact Information

For additional assistance, please call Treasury Management Support **Toll-free** at (866) 750-5298 to speak to a support representative Monday – Friday between the hours of 8:00 AM and 5:00 PM or you may visit our website at www.fnb-online.com and view the ExecuBanc Video Demo on the Business Banking page.

To contact Treasury Management Support via e-mail, the address is treasurymgmt@fnb-corp.com.