

Quick Step Guide: Direct ACH File Manager Control Totals

Control Totals must be entered within the same Window Collection processing time that the file is being sent. Window Collection Processing times are: 8:25 AM; 12:15 PM; 2:45 PM; 4:45 PM; 7:45PM and 10:00 PM ET.

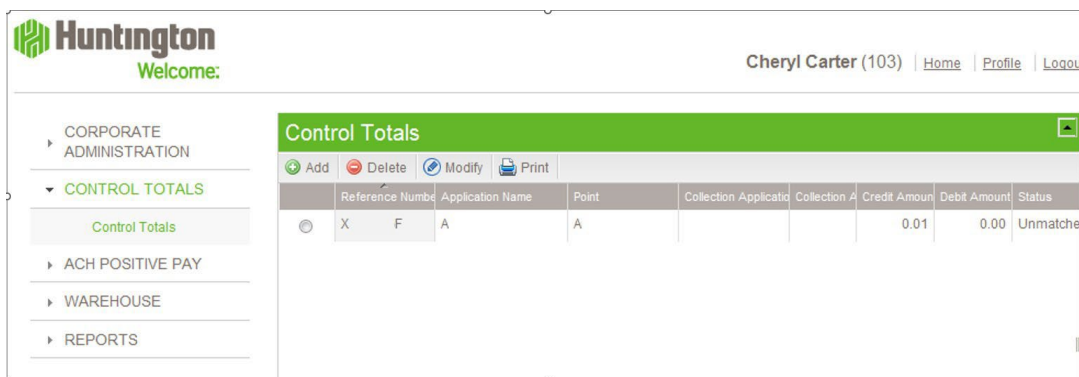
Unmatched Control Totals are purged after 8 business days.

From Huntington Business Online

1. Select Payments & Transfers, Direct ACH File Manager. A new window/tab appears.

Control Totals

2. Select Control Totals. The Control Totals page shows any Control Totals not yet matched that you are authorized to see.



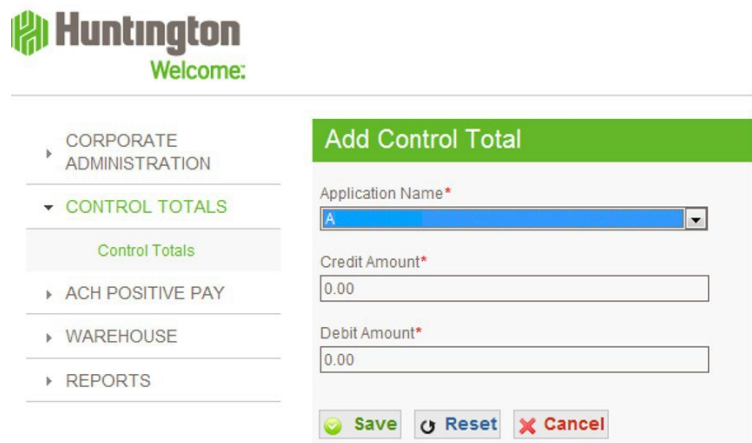
Reference Number	Application Name	Point	Collection Application	Collection Amount	Credit Amount	Debit Amount	Status
X	F	A	A		0.01	0.00	Unmatched

Add a Control Total

3. On the Control Totals page, select "Add".
 4. Select the Application Name for the file.
 5. Enter the File Amount totals.
- Note:** Only if you are sending a balanced file should there be both Credit (sending money to) and Debit (taking money from) amounts.

- Enter the Credit Amount of the file, leave blank if there are no credits.
- Enter the Debit Amount of the file, leave blank if there are no debits.

6. Click "Save".



Modify or Delete a Control Total

7. On the Control Totals page, select the Control Total to modify or delete.
8. Click
 - "Modify" to modify
 - Adjust the File Amount total as needed.
 - Click "Save".
 - "Delete" to delete.
 - On the confirmation alert, click "OK".
9. When modifying or deleting file totals an e-mail must be sent to ACH.TOTALS@HUNTINGTON.COM or call 614-331-8590 option 3 to notify the ACH Department of any changes.

Best Practice: Monitor the ACH Returns/NOC/Repair Items report in Huntington Business Online under Accounts, Special Reports to review any Preauthorized Returns, Notifications of Change, or Repairs.

Note: Add achriskmanager@huntington.com as an allowed address to prevent the emails from being flagged as spam.

How to Reach Us

Phone: 800-480-4862, weekdays, 7:30 a.m. to 6:00 p.m. ET

Website: Click on the Contact Us link found in the Support option at the top of each Huntington Business Online page. Thank you for using Huntington business and treasury management services.