

# Company Management

IB\_267



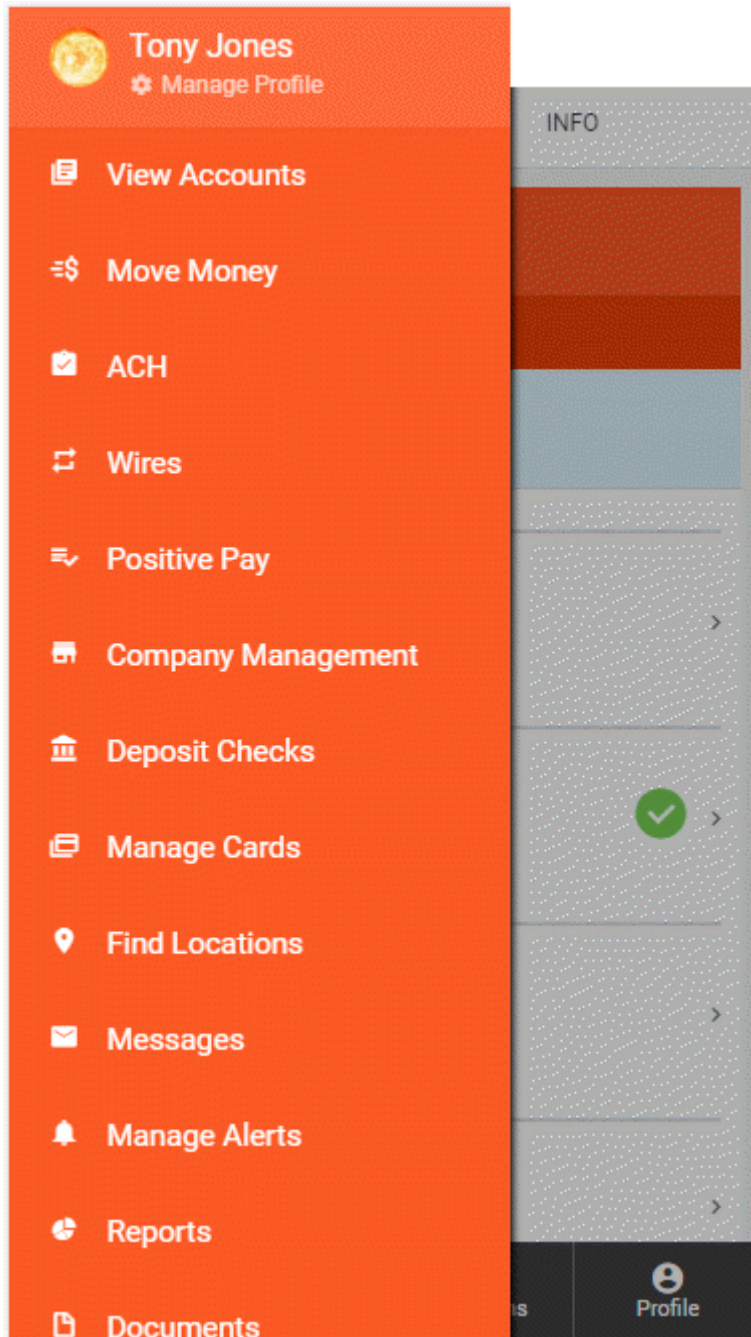
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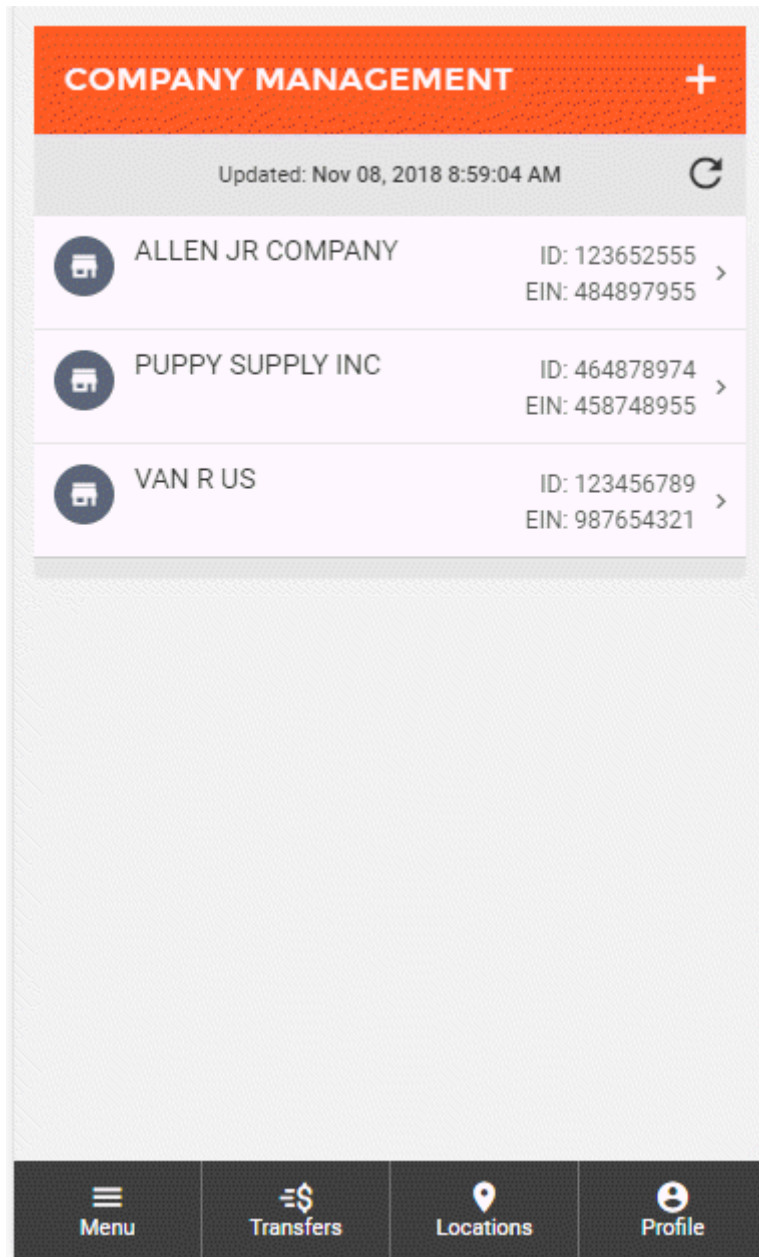
# Company Management

## Accessing Company Management

Company Management can be accessed from the main menu by clicking on the "Company Management" menu option.



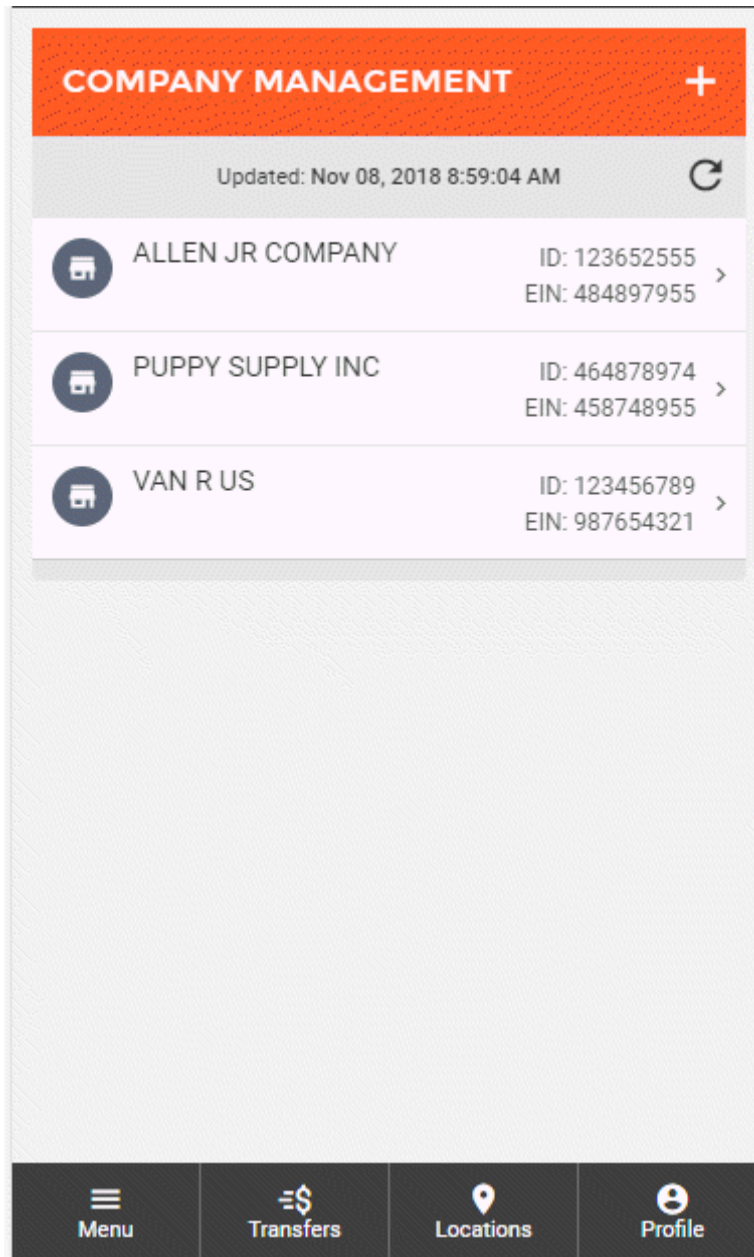
Once users arrive to the Company Management section, any existing companies will be displayed there. The name, ID, and EIN will be displayed for each company listed.



## Create New Company

The Company Management page is where you can see all existing companies and create new companies.

To begin creating a new company, click on the "+" button near the top right of the page. This will bring up the New Company wizard.



The New Company wizard will help guide you through the process of creating a new company.

The first step in creating a new company is entering the necessary information, including:

- Company Name
- Short Name
- Employer ID Number (EIN)
- ID Number
- Address
- City
- State
- Zip

**NEW COMPANY** X

COMPANY NAME required

SHORT NAME required

The company's short name is the name displayed within an ACH file.

EMPLOYER ID NUMBER (EIN) required

The Employer Identification Number (EIN) is a unique 9-digit number assigned by the IRS to a business entity for identification purposes.

ID NUMBER required

**Use EIN as ID Number**

This option will determine whether the CompanyID on the NACHA file uses the EIN or Identification Number field.

ADDRESS ^

ADDRESS 1 required

NEXT →

Sub-users can be added to a company by clicking the + Add Sub-Users button.

**NEW COMPANY** ✕

---

**ADDRESS 1** required

**ADDRESS 2**

**CITY** required

**STATE** required →

**ZIP**

---

**SUB-USERS** ^

[+ Add Sub-Users](#)

---

**ACCOUNTS** ^

[+ Add Accounts](#)

**NEXT** →



The Add Sub-User screen will be displayed. Users can select the sub-user they wish to add by clicking on the Sub-User field.

**ADD SUB-USER**

Grant access to:

SUB-USER →

**Modify Company**

Allows the user to modify company details on the owner's company

**Modify Participants**

Allows the user the ability to add, modify, and delete ACH participants belonging to this company

**SAVE**

All existing sub-users will be displayed. Click on the sub-user you would like to add.

**SELECT SUB-USER TO ADD** ✕

---

SUBUSER JONES >

---

**CLEAR SELECTION**

The selected sub-user will be displayed in the Add Sub-User screen.

Two permissions are displayed for sub-users - Modify Company and Modify Participants. Once all fields are set as desired, click save.

**ADD SUB-USER**

Grant access to:

SUB-USER  
SUBUSER JONES →

**Modify Company**

Allows the user to modify company details on the owner's company

**Modify Participants**

Allows the user the ability to add, modify, and delete ACH participants belonging to this company

**SAVE**

Once saved, the sub-user will be listed in the sub-users section.

**NEW COMPANY** ✕

ADDRESS 1  
6200 BELL

ADDRESS 2

CITY  
AMARILLO

STATE  
Texas →

ZIP  
79109

SUB-USERS ^

SUBUSER JONES Remove >  
No Permissions

+ No Sub-Users Available

ACCOUNTS ^

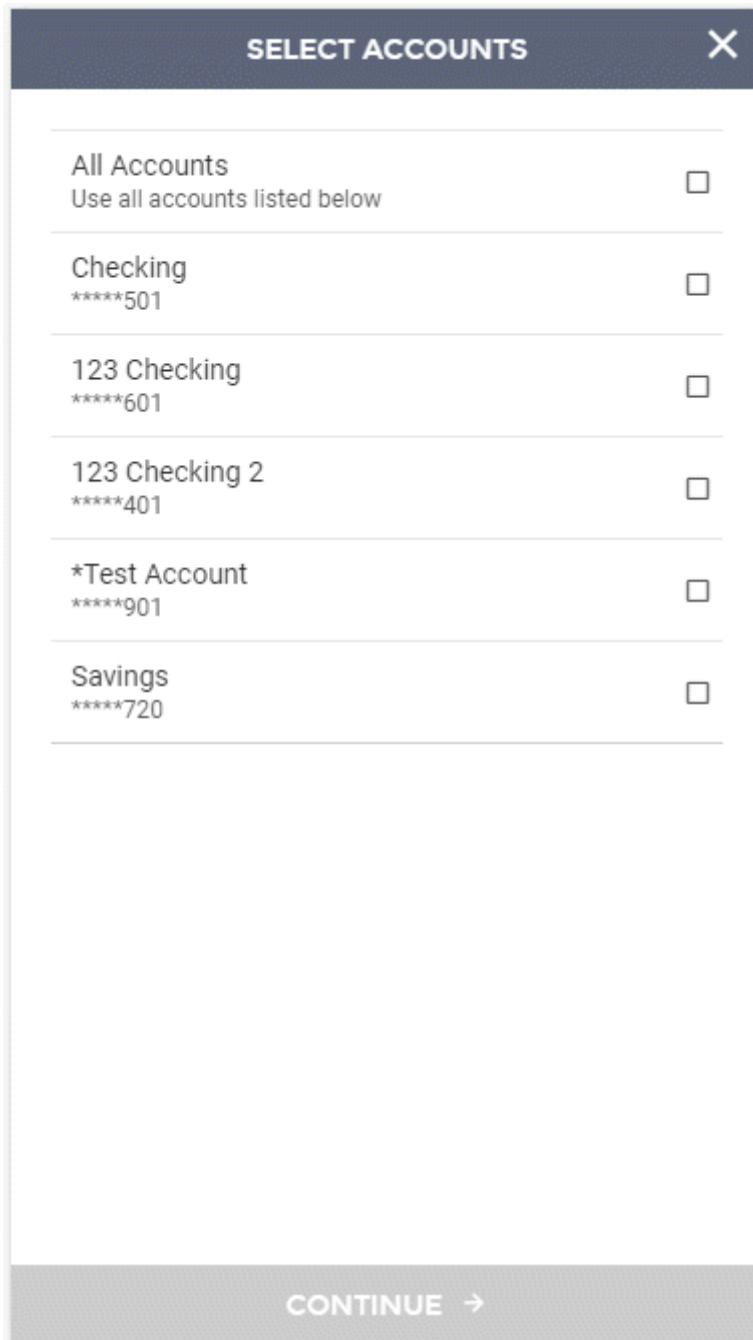
+ Add Accounts

**NEXT** →

Accounts can be added to a company by clicking the + Add Accounts button.

The Select Accounts screen will be displayed. All existing checking and savings accounts will be displayed.

Users can select the account(s) they wish to add and then clicking the continue button.



The screenshot shows a mobile application screen titled "SELECT ACCOUNTS" with a close button (X) in the top right corner. The screen displays a list of accounts, each with a checkbox for selection. The accounts listed are:

- All Accounts  
Use all accounts listed below
- Checking  
\*\*\*\*\*501
- 123 Checking  
\*\*\*\*\*601
- 123 Checking 2  
\*\*\*\*\*401
- \*Test Account  
\*\*\*\*\*901
- Savings  
\*\*\*\*\*720

At the bottom of the screen, there is a "CONTINUE" button with a right-pointing arrow.

The selected accounts will be listed in the accounts section of the New Company screen.

Sub-users and accounts can be removed by clicking the Remove button for the desired account or sub-user.

**NEW COMPANY** ✕

ADDRESS 2

CITY  
AMARILLO

STATE  
Texas →

ZIP  
79109

**SUB-USERS** ^

---

**SUBUSER JONES** Remove >  
No Permissions

+ No Sub-Users Available

**ACCOUNTS** ^

---

123 Checking (\*\*\*\*601) Remove

\*Test Account (\*\*\*\*901) Remove

Savings (\*\*\*\*720) Remove

+ Add Accounts

**NEXT** →

Once all required fields have been filled out, you can click "Next" at the bottom of the screen to proceed.

**NEW COMPANY** ✕

ADDRESS 2

CITY  
AMARILLO

STATE  
Texas →

ZIP  
79109

**SUB-USERS** ^

**SUBUSER JONES** Remove >  
No Permissions

+ No Sub-Users Available

**ACCOUNTS** ^

123 Checking (\*\*\*\*601) Remove

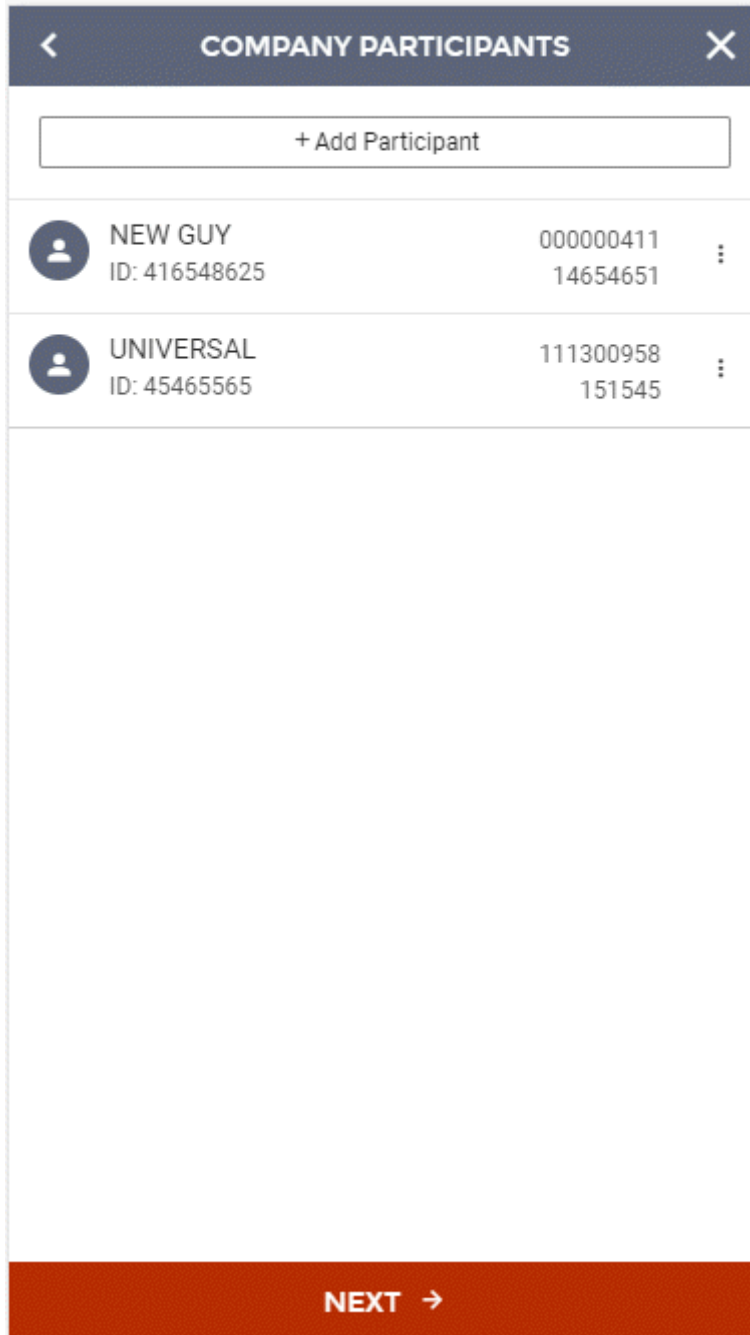
\*Test Account (\*\*\*\*901) Remove

Savings (\*\*\*\*720) Remove

+ Add Accounts

**NEXT** →

Next, you'll be directed to the Company Participants screen. Any existing universal participants will be displayed. To add a new participant to the company, click the + Add Participant button. If no participants need to be added, click the Next button.





To create a new participant, enter participant information and then scroll down to add an account to the participant.

The image shows a mobile application screen titled "CREATE PARTICIPANT". At the top left is a back arrow icon. Below the title are several input fields: "FULL NAME" (with a "required" label), "IDENTIFICATION NUMBER", "ADDRESS 1", "ADDRESS 2", "CITY", "STATE" (with a right-pointing arrow), "ZIP", and "EMAIL ADDRESS". At the bottom of the screen is a grey bar with the word "SAVE" in white capital letters.

Account(s) can be added by clicking the + Add Accounts button.

**CREATE PARTICIPANT**

CITY

STATE →

ZIP

EMAIL ADDRESS

Notify via Email   
Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant   
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS: ^

+ Add Accounts

SAVE

The Participant Account screen will be displayed. Enter values for all fields and then click the save button to add it to the participant.

The screenshot shows a mobile application screen titled "PARTICIPANT ACCOUNT". At the top left is a back arrow icon. Below the title bar are four input fields, each with a "required" label on the right side. The fields are: "ACCOUNT NAME", "ACCOUNT TYPE" (with a right-pointing arrow icon), "ACCOUNT NUMBER", and "ROUTING NUMBER". At the bottom of the screen is a grey bar with the word "SAVE" in white capital letters.

Once all desired information and fields have been added, click Save to add the participant to the company.


**< CREATE PARTICIPANT**


AMARILLO

STATE  
Texas →

ZIP  
79109

EMAIL ADDRESS  
LAWN@EMAIL.COM

Notify via Email    
Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant    
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

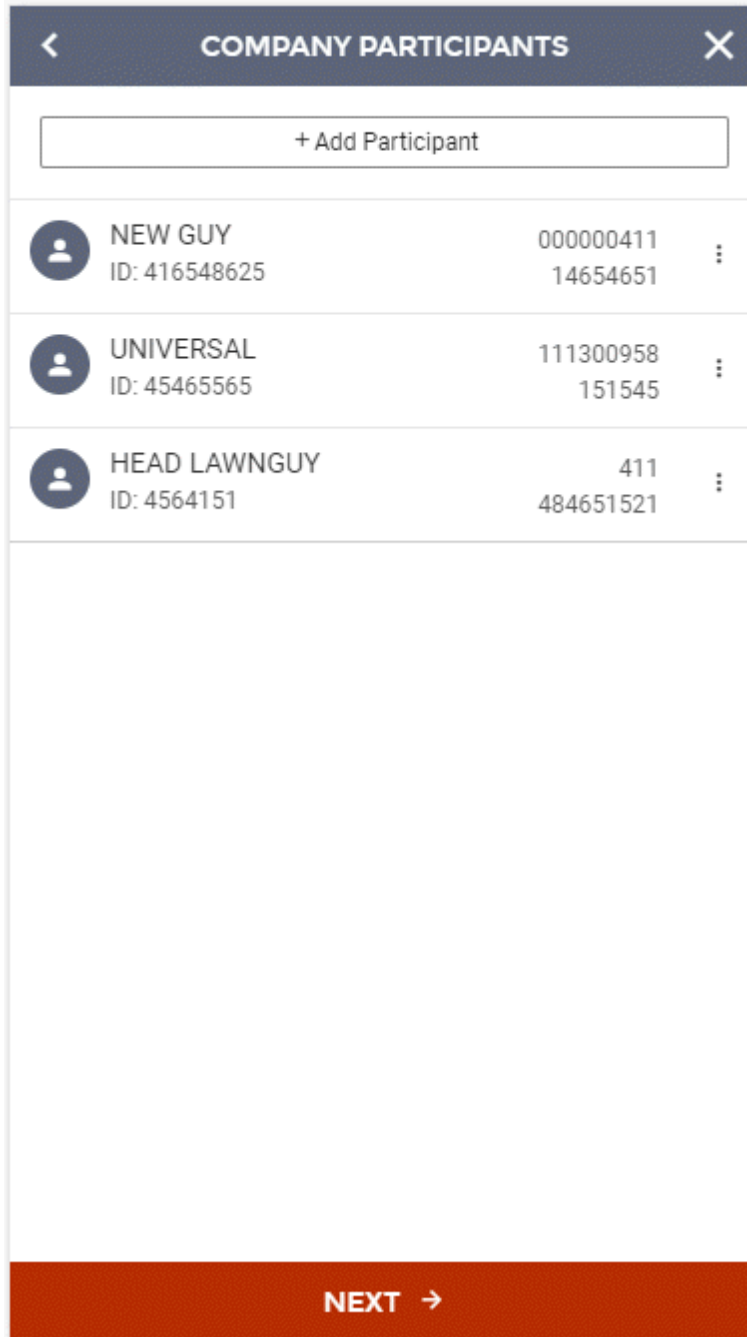
**PARTICIPANT'S ACCOUNTS:** ^

**LAWN GUY** [Edit](#) [Remove](#)  
Checking / Acct #484651521  
Routing 411

+ Add Accounts

**SAVE**

The new participant will be displayed on the Company Participants screen. Once all desired participants are added, click the Next button to move on.



Company Limits are then displayed for the new company. Review the limits and click the Create Company button to complete setup of the new company.

<**COMPANY LIMITS**>

**ACH BATCH**

<b>Batch</b>	Credit
Limits the dollar amount of credits and debits submitted per batch by the user	<input style="width: 100px;" type="text" value="\$5000.00"/>
	Debit
	<input style="width: 100px;" type="text" value="\$6000.00"/>

---

<b>Daily</b>	Credit
Limits the dollar amount of credits and debits submitted daily by the user	<input style="width: 100px;" type="text" value="\$3000.00"/>
	Debit
	<input style="width: 100px;" type="text" value="\$4000.00"/>

---

<b>Weekly</b>	Credit
Limits the dollar amount of credits and debits submitted weekly by the user	<input style="width: 100px;" type="text" value="\$0.00"/>
	Debit
	<input style="width: 100px;" type="text" value="\$0.00"/>

---

<b>Monthly</b>	Credit
Limits the dollar amount of credits and debits submitted monthly by the user	<input style="width: 100px;" type="text" value="\$0.00"/>
	Debit
	<input style="width: 100px;" type="text" value="\$0.00"/>

**ACH TAX PAYMENT**

**CREATE COMPANY**

<COMPANY LIMITS>

**ACH TAX PAYMENT**

**Transaction Limit** Limit  
Limits the dollar amount of each tax payment submitted by the user \$5000.00

---

**Daily** Limit  
Limits the dollar amount of tax payments submitted daily by the user \$9000.00

---

**Weekly** Limit  
Limits the dollar amount of tax payments submitted weekly by the user \$0.00

---

**Monthly** Limit  
Limits the dollar amount of tax payments submitted monthly by the user \$0.00

**WIRE**

**Transaction Limit** Limit  
Limits the dollar amount of each wire transfer submitted by the user \$3000000000.00

---

**Daily** Limit  
Limits the dollar amount of wire transfers submitted daily by the user \$3000000000.00

**CREATE COMPANY**

<×

### COMPANY LIMITS

---

payments submitted daily by the user

---

**Weekly** Limit

Limits the dollar amount of tax payments submitted weekly by the user

---

**Monthly** Limit

Limits the dollar amount of tax payments submitted monthly by the user

---

**WIRE**

---

**Transaction Limit** Limit

Limits the dollar amount of each wire transfer submitted by the user

---

**Daily** Limit

Limits the dollar amount of wire transfers submitted daily by the user

---

**Weekly** Limit

Limits the dollar amount of wire transfers submitted weekly by the user

---

**Monthly** Limit

Limits the dollar amount of wire transfers submitted monthly by the user

**CREATE COMPANY**



The new company will be displayed on the Company Management screen.

The screenshot displays the 'COMPANY MANAGEMENT' interface. At the top, there is an orange header with the title and a plus sign. Below this is a grey bar showing the last update time and a refresh icon. The main content is a list of companies, each with a building icon, name, ID, EIN, and a right-pointing chevron. At the bottom, a green banner indicates a successful save operation.

Company Name	ID	EIN
ALLEN JR COMPANY	484897955	484897955
ANOTHER COMPANY	1564654521	456456532
FIVE STARS	4564878652	877894521
LAST TIME	4654488752	468854151
LAWNS R US	87452151	546546485
NEW COMPANY	4548541561	454545455
PUPPY SUPPLY INC	458748955	458748955
TRAIN COMPANY	88845112	456455213

**Success**  
Company has been saved

## Editing a Company

To edit a company, click on the company from the list that you wish to edit.



Here, you can view company details, participants, and limits.

All fields and settings on the Details screen are editable.

### EDIT COMPANY ✕

- Details**
- Participants
- Limits

**COMPANY NAME**  
LAWNS R US

**SHORT NAME**  
LAWNS

The company's short name is the name displayed within an ACH file.

**EMPLOYER ID NUMBER (EIN)**  
546546485

The Employer Identification Number (EIN) is a unique 9-digit number assigned by the IRS to a business entity for identification purposes.

**ID NUMBER**  
87452151

**Use EIN as ID Number**

This option will determine whether the CompanyID on the NACHA file uses the EIN or Identification Number field.

---

**ADDRESS** ^

**ADDRESS 1**  
6200 BELLI

**SAVE ALL**

Sub-users can be added to a company by clicking the + Add Sub-Users button (if sub-users are available).

### EDIT COMPANY ✕

- Details**
- Participants
- Limits

CITY  
AMARILLO

STATE  
Texas →

ZIP  
79109

**SUB-USERS** ^

---

**SUBUSER JONES** Remove >  
No Permissions

+ No Sub-Users Available

**ACCOUNTS** ^

---

123 Checking (\*\*\*\*601) Remove

\*Test Account (\*\*\*\*901) Remove

Savings (\*\*\*\*720) Remove

+ Add Accounts

**SAVE ALL**

The Add/Edit Sub-User screen will be displayed. Users can select the sub-user they wish to add by clicking on the Sub-User field.

**ADD/EDIT SUB-USER**

Grant access to:

SUB-USER →

**Modify Company**

Allows the user to modify company details on the owner's company

**Modify Participants**

Allows the user the ability to add, modify, and delete ACH participants belonging to this company

**SAVE**

**SELECT SUB-USER TO ADD** ✕

---

SUBUSER JONES >

---

**CLEAR SELECTION**

The selected sub-user will be displayed in the Add/Edit Sub-User screen.

**ADD/EDIT SUB-USER**

Grant access to:

SUB-USER  
SUBUSER JONES →

**Modify Company**   
Allows the user to modify company details on the owner's company

**Modify Participants**   
Allows the user the ability to add, modify, and delete ACH participants belonging to this company

**SAVE**

Two permissions are displayed for sub-users - Modify Company and Modify Participants. Once all fields are set as desired, click save.

Once saved, the sub-user will be listed in the sub-users section.

### EDIT COMPANY ✕

- Details
- Participants
- Limits

CITY  
AMARILLO

STATE  
Texas →

ZIP  
79109

**SUB-USERS** ^

---

**SUBUSER JONES** Remove >  
No Permissions

+ No Sub-Users Available

**ACCOUNTS** ^

---

123 Checking (\*\*\*\*601) Remove

\*Test Account (\*\*\*\*901) Remove

Savings (\*\*\*\*720) Remove

+ Add Accounts

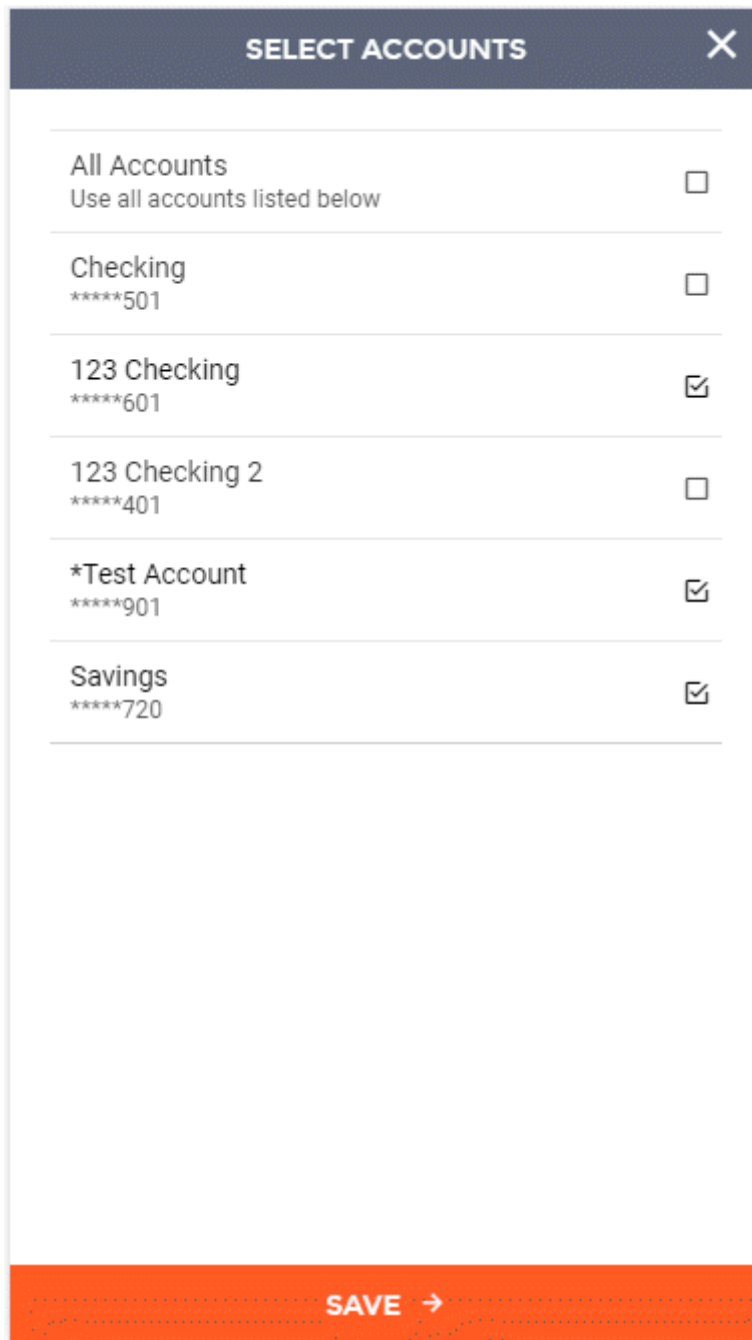
**SAVE ALL**

Accounts can be added to a company by clicking the + Add Accounts button.



The Select Accounts screen will be displayed. All existing checking and savings accounts will be displayed.

Users can select the account(s) they wish to add and then clicking the continue button.



The screenshot shows a mobile application screen titled "SELECT ACCOUNTS" with a close button (X) in the top right corner. The screen displays a list of accounts, each with a checkbox for selection. The accounts listed are:

Account Name	Account ID	Selected
All Accounts	Use all accounts listed below	<input type="checkbox"/>
Checking	*****501	<input type="checkbox"/>
123 Checking	*****601	<input checked="" type="checkbox"/>
123 Checking 2	*****401	<input type="checkbox"/>
*Test Account	*****901	<input checked="" type="checkbox"/>
Savings	*****720	<input checked="" type="checkbox"/>

At the bottom of the screen, there is an orange bar with the text "SAVE" and a right-pointing arrow.

The selected accounts will be listed in the accounts section of the New Company screen.

Sub-users and accounts can be removed by clicking the Remove button for the desired account or sub-user.

### EDIT COMPANY ✕

- Details**
- Participants
- Limits

CITY  
AMARILLO

STATE  
Texas →

ZIP  
79109

**SUB-USERS** ^

---

SUBUSER JONES Remove >  
No Permissions

+ No Sub-Users Available

**ACCOUNTS** ^

---

123 Checking (\*\*\*\*601) Remove

123 Checking 2 (\*\*\*\*401) Remove

\*Test Account (\*\*\*\*901) Remove

Savings (\*\*\*\*720) Remove

+ Add Accounts

**SAVE ALL**

Once all desired changes have been made, you can click Save All to save changes or click on the Participants or Limits sections to view/edit information there.

Next, you'll be directed to the Company Participants screen. Any existing company participants and universal participants will be displayed. To add a new participant to the company, click the + Add Participant button.

The screenshot shows a mobile application interface for 'COMPANY PARTICIPANTS'. At the top, there is a dark blue header with the title 'COMPANY PARTICIPANTS' and a close icon (X). Below the header is a navigation bar with three tabs: 'Details', 'Participants' (which is selected and highlighted in dark grey), and 'Limits'. Underneath the navigation bar is a white button with a plus sign and the text '+ Add Participant'. Below the button is a list of three participants, each with a person icon, a name, an ID, and two numerical values. The participants are: 'HEAD LAWNGUY' (ID: 4564151, values: 000000411, 484651521), 'NEW GUY' (ID: 416548625, values: 000000411, 14654651), and 'UNIVERSAL' (ID: 45465565, values: 111300958, 151545). Each row has a vertical ellipsis menu icon to its right. At the bottom of the screen is a green bar with the text 'SAVE ALL' in white.

Participant Name	ID	Value 1	Value 2
HEAD LAWNGUY	4564151	000000411	484651521
NEW GUY	416548625	000000411	14654651
UNIVERSAL	45465565	111300958	151545

To create a new participant, enter participant information and then scroll down to add an account to the participant.

The screenshot shows a mobile application interface for creating a new participant. At the top, there is a dark blue header with a back arrow on the left and the text "CREATE PARTICIPANT" in white. Below the header, there are several white input fields with rounded corners and thin grey borders. The first field is labeled "FULL NAME" and has the word "required" in small grey text at the top right. The subsequent fields are labeled "IDENTIFICATION NUMBER", "ADDRESS 1", "ADDRESS 2", "CITY", "STATE" (with a right-pointing arrow at the top right), "ZIP", and "EMAIL ADDRESS". At the bottom of the form, there is a grey bar with the text "LOADING..." in white.

Account(s) can be added by clicking the + Add Accounts button.

**CREATE PARTICIPANT**

CITY  
AMARILLO

STATE  
Texas →

ZIP  
79109

**EMAIL ADDRESS**

Notify via Email   
Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant   
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

**PARTICIPANT'S ACCOUNTS:** ^

+ Add Accounts

LOADING...

The Participant Account screen will be displayed. Enter values for all fields and then click the save button to add it to the participant.

The screenshot shows a mobile application screen titled "PARTICIPANT ACCOUNT". At the top left is a back arrow icon. Below the title bar are four input fields, each with a "required" label on the right side. The fields are: "ACCOUNT NAME", "ACCOUNT TYPE" (with a right-pointing arrow icon), "ACCOUNT NUMBER", and "ROUTING NUMBER". At the bottom of the screen is a grey bar with the word "SAVE" in white capital letters.

Once all desired information and fields have been added, click Save to add the participant to the company.

**< CREATE PARTICIPANT**

AMARILLO

STATE  
Texas →

ZIP  
79109

EMAIL ADDRESS

Notify via Email   
Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant   
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

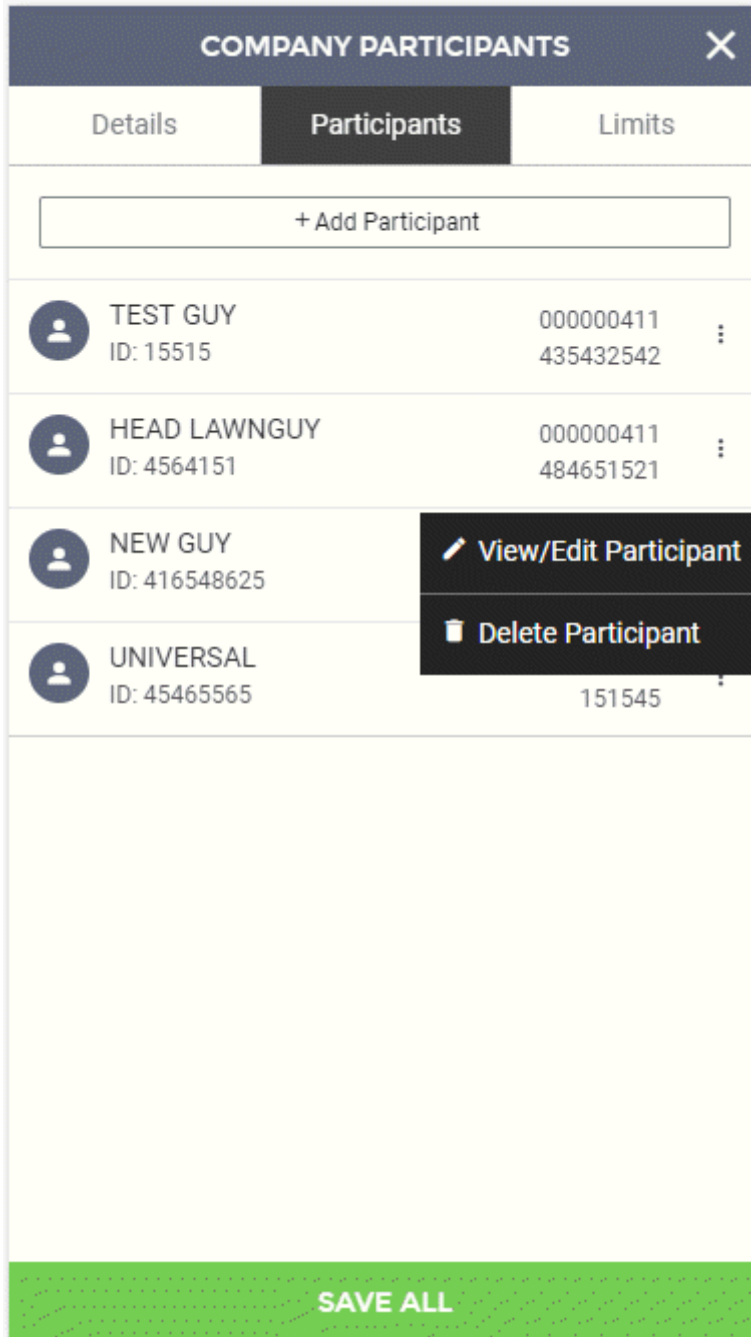
PARTICIPANT'S ACCOUNTS: ^

TEST Edit Remove  
GL / Acct #435432542  
Routing 411

+ Add Accounts

**SAVE**

The new participant will be displayed on the Company Participants screen. Once all desired participants are added, click the Next button to move on. You can also view/edit and delete participants by clicking the three dots and selecting the desired action.





Once all changes and/or additions have been made to participants, users can save changes to the company by clicking Save All or can navigate to the Details or Limits tabs to review or edit company information.

Company Limits can be reviewed by clicking the Limits header.

EDIT COMPANY		X
Details	Participants	Limits
ACH BATCH		
<b>Batch</b>		Credit
Limits the dollar amount of credits and debits submitted per batch by the user	<input type="text" value="\$5000.00"/>	
		Debit
	<input type="text" value="\$6000.00"/>	
Daily		
<b>Daily</b>		Credit
Limits the dollar amount of credits and debits submitted daily by the user	<input type="text" value="\$3000.00"/>	
		Debit
	<input type="text" value="\$4000.00"/>	
Weekly		
<b>Weekly</b>		Credit
Limits the dollar amount of credits and debits submitted weekly by the user	<input type="text" value="\$0.00"/>	
		Debit
	<input type="text" value="\$0.00"/>	
Monthly		
<b>Monthly</b>		Credit
Limits the dollar amount of credits and debits submitted monthly by the user	<input type="text" value="\$0.00"/>	
		Debit
	<input type="text" value="\$0.00"/>	
<b>SAVE ALL</b>		

Once all desired changes have been made, click Save All to save changes to the company.