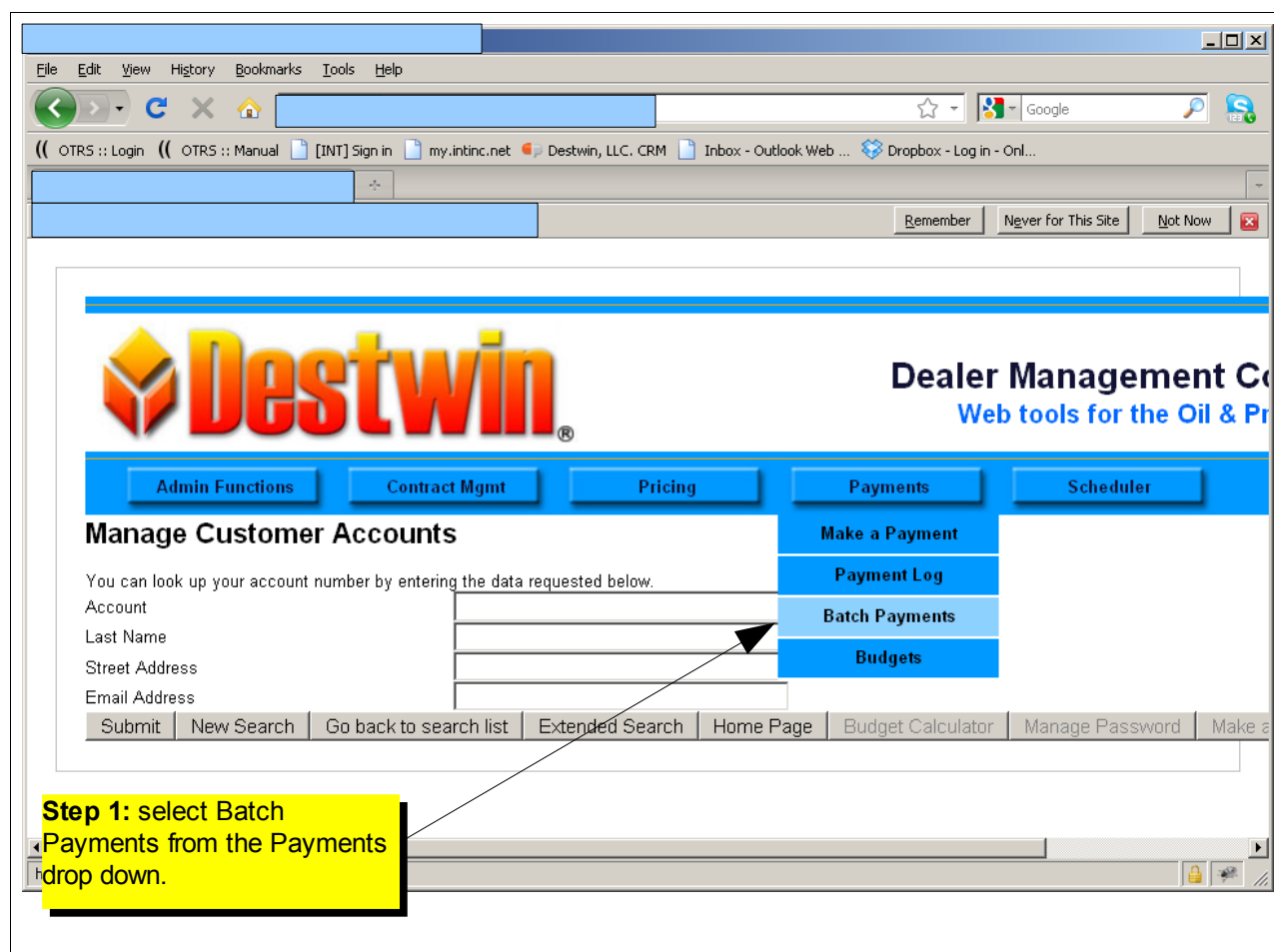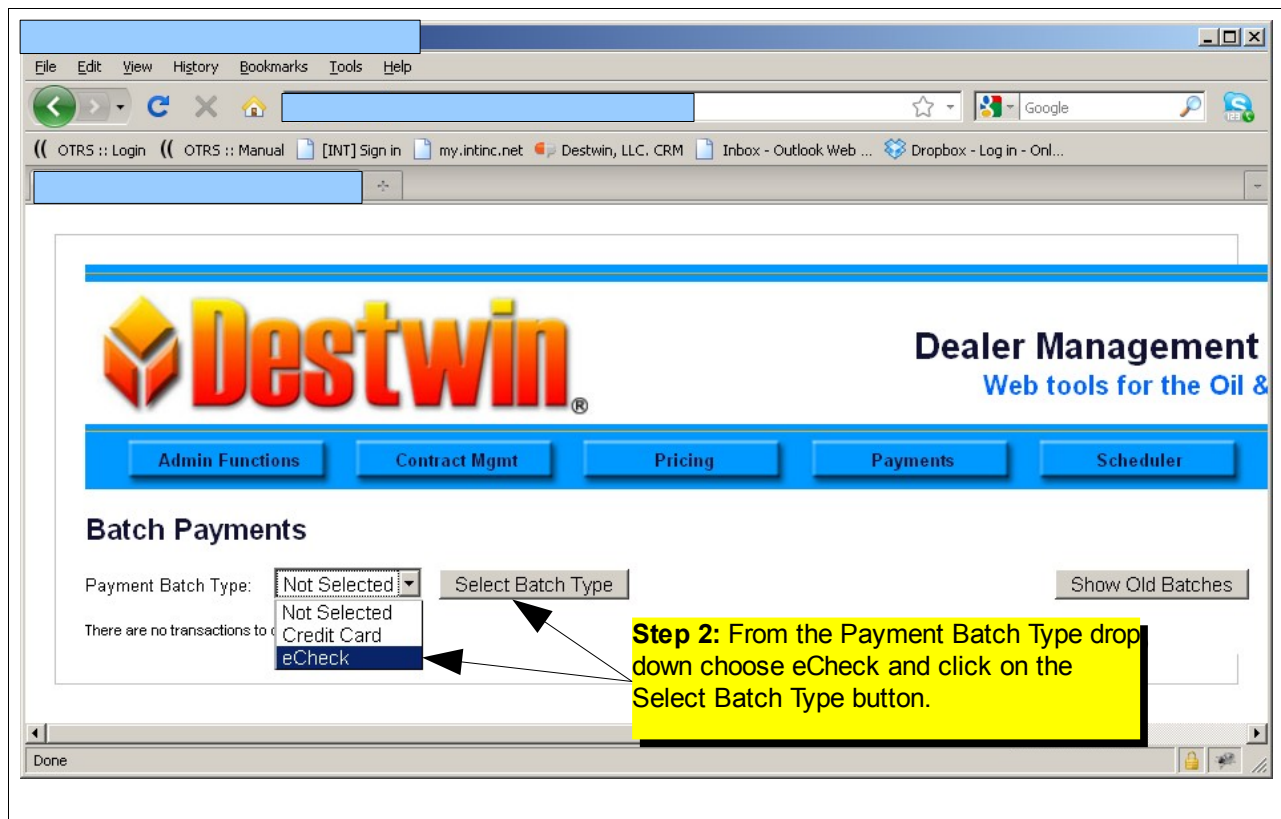Destwin Quick Reference
Console Version 2.0
How to Download an eCheck File for Processing
22-AUG-11
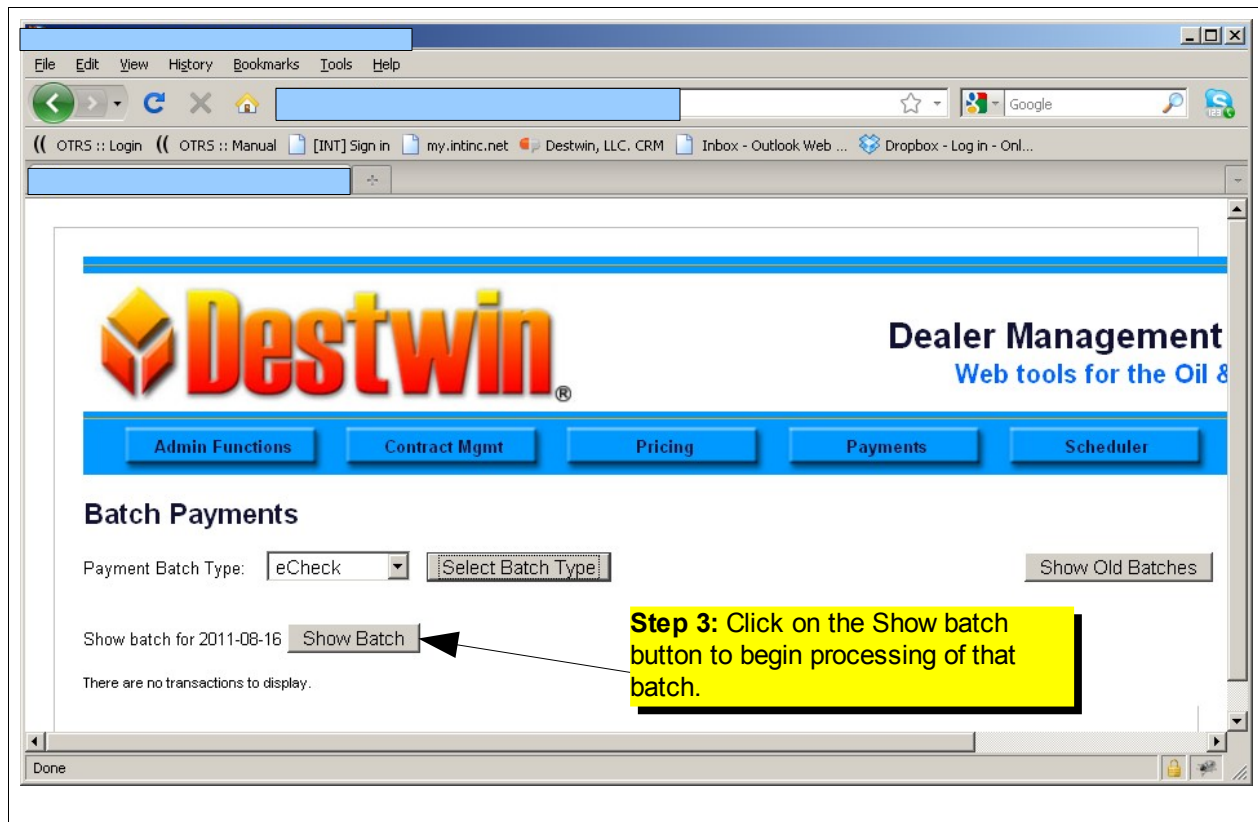

This Quick Reference describes how to download an echeck file for processing if you are set up to process NACHA files for submission to your bank.

Note: Payments made by eCheck are available for processing within Destwin the following day.

Step 2: From the Payment Batch Type drop down choose eCheck and click on the Select Batch Type button.

Any unprocessed batches will be displayed.

Step 3: Click on the Show batch button to begin processing of that batch.

Step 4: Click on the Create Batch button.

Tech Note
Individual transactions can be excluded from a batch by clicking on the Exclude from Batch checkbox.

Step 5: Click on the Enter password to allow eCheck download link.

Enter password: [   ]

Submit
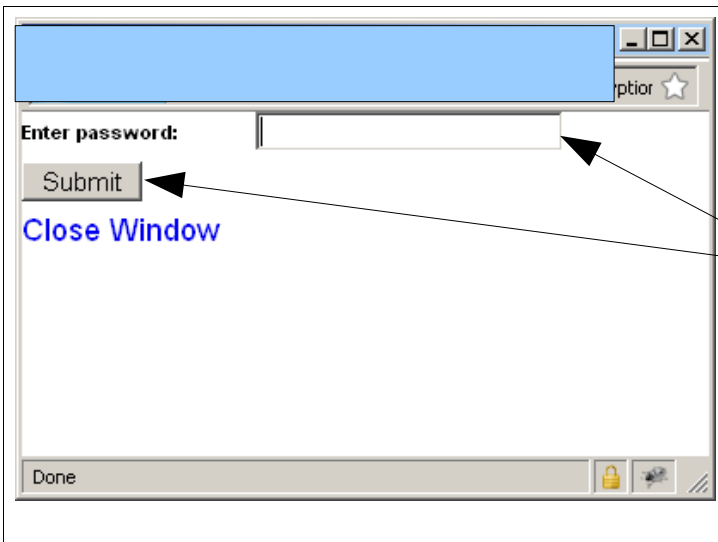
Close Window

Step 6: Enter your special eCheck password and click on the Submit button. This special password would have been supplied to you by Destwin. It is not your standard login password.

Done

Password set. Click "Close Window" to reload original page and try it.

Enter password: [   ]

Submit
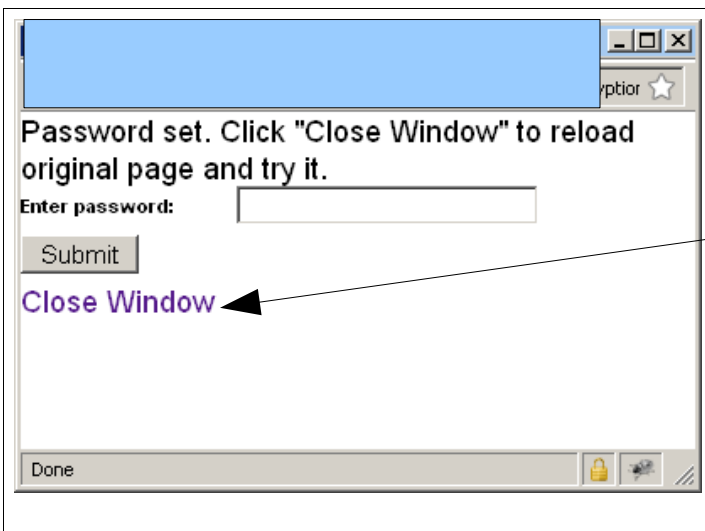
Close Window

Step 7: After setting your password, click on the **Close Window** link.

Done

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Web tools

| Admin Functions | Contract Mgmt | Pricing | Payments | Scheduler |

Batch Payments

Payment Batch Type: [eCheck ▼] [Select Batch Type]   [Show Old Batches]

View a previous batch: [2011-08-19 eCheck ▼] [Retrieve Batch]

Accept Batch

	Account Number	Name	Date	Approval	Submitter	Transaction ID	Invoice Number	Method	Type	Amount	AVS	Card Code	CAVV
1	1000102	Bill West	2011-08-19 12:27:10	submission recorded	admin	E00030512	357650	ECHECK	AUTH_ONLY	0.06	Y	N	N

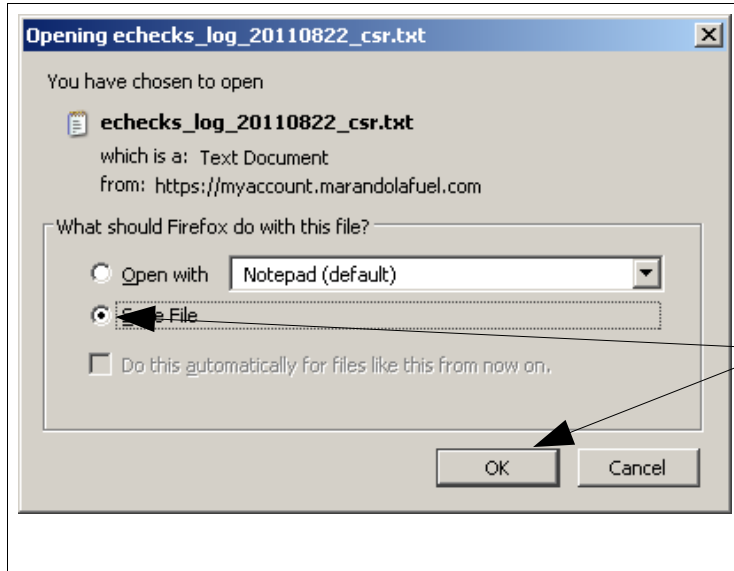Total Paid: $0.00
Total Credited: $0.00

Step 8: Click on the **Accept Batch** link.

Done

Mozilla Firefox

Download

Done

This will generate the Download option.

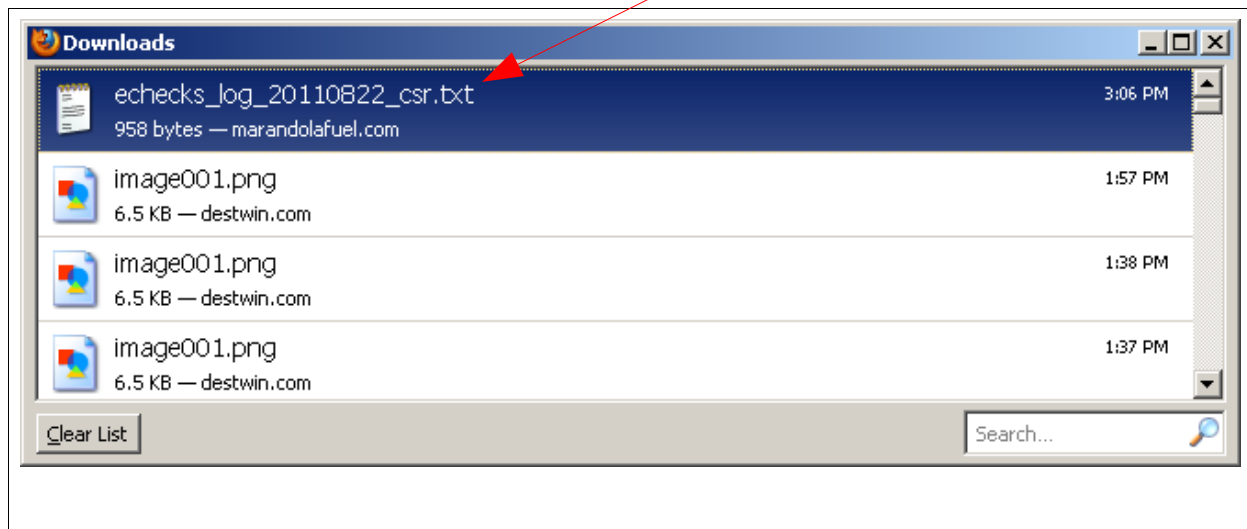**Step 9**: Click on the **Download** link.

Tech Note
The resulting download screen might look different depending on the browser in use.

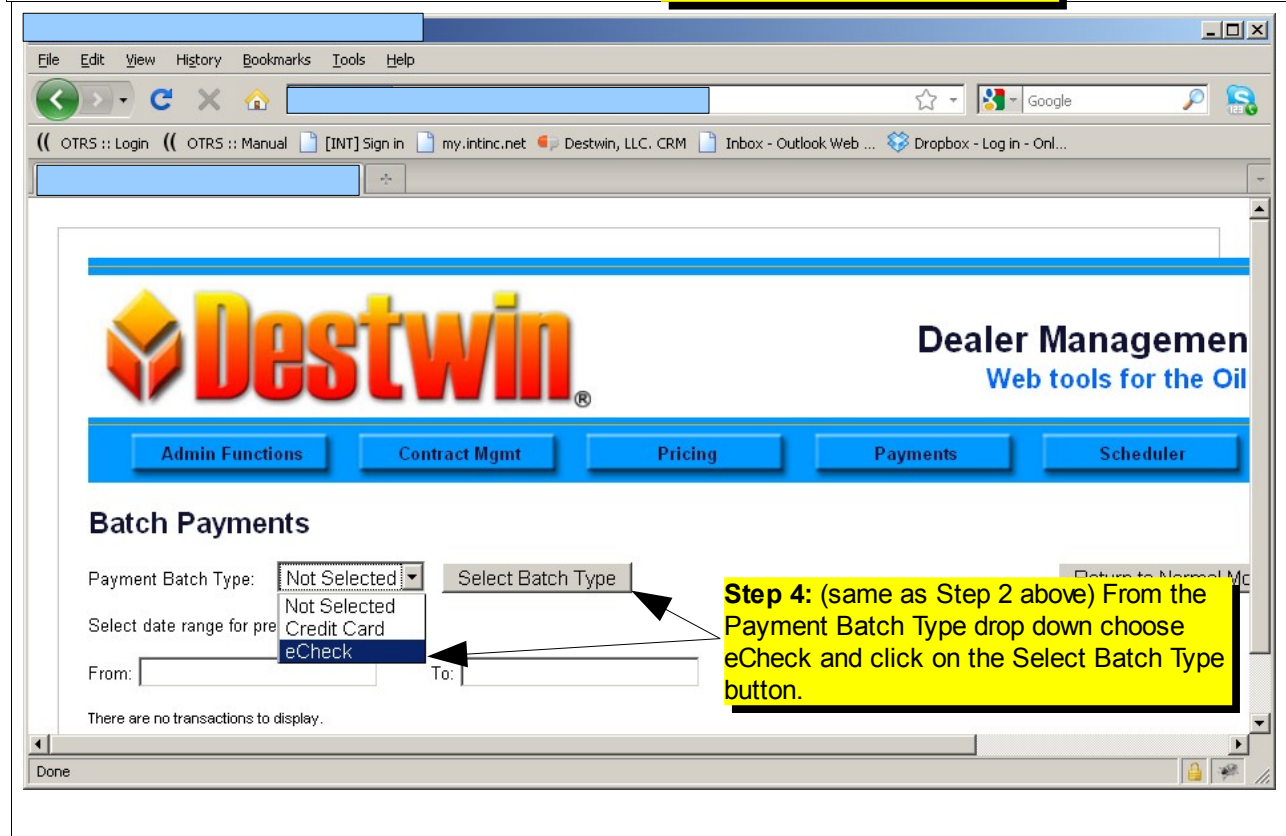**Step 10:** Choose the Save File option and click on the OK button.

This is the NACHA formatted file that has now been downloaded from the Destwin portal to your local system. This file name is derived from the date that the file is generated.
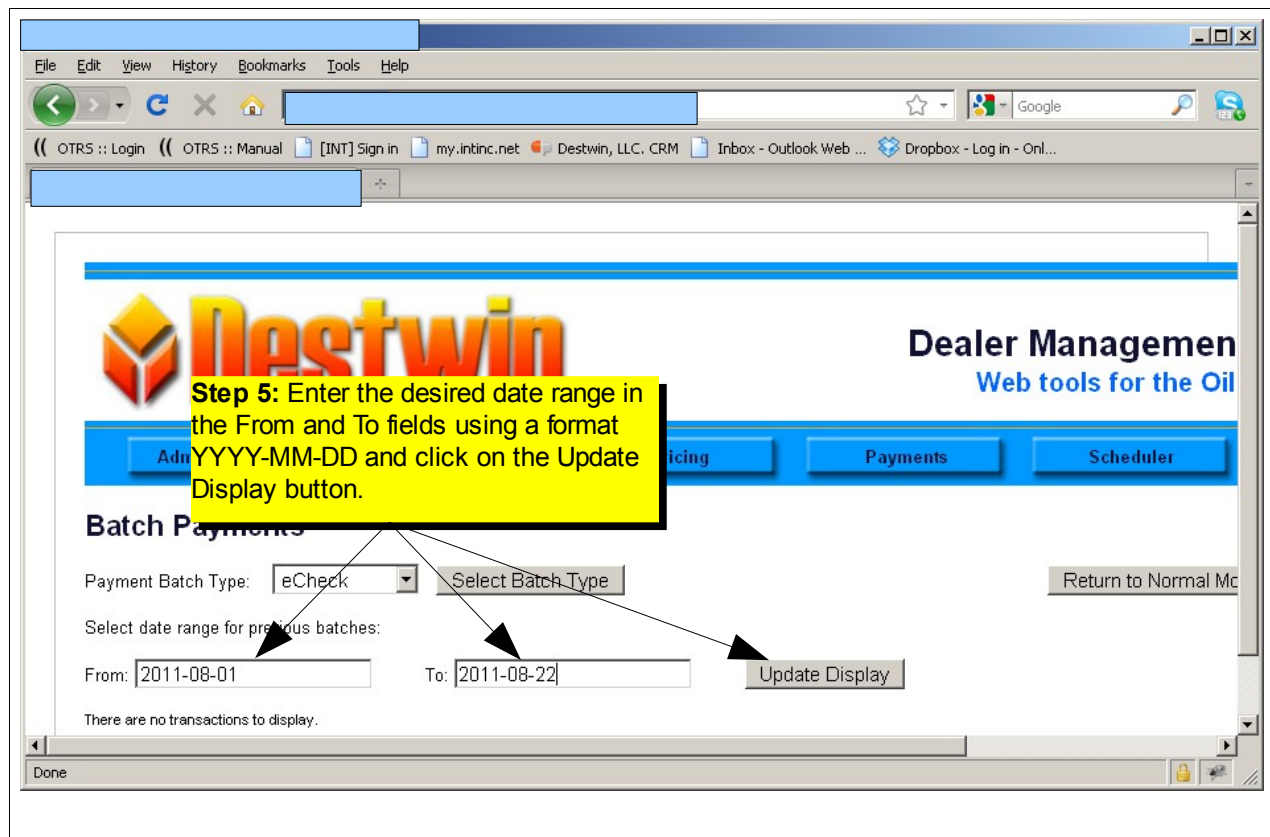

The specific behavior of the system from Step 10 forward is dependent on your local system and how it is configured. In this example, files downloaded from the internet and saved to the local system are automatically saved to a default Downloads folder. Destwin recommends you copy the downloaded file to a specific directory for processing to your bank. Once you have successfully saved and downloaded this file you may upload it to your bank by whatever procedures established with your bank.

This concludes the procedure for downloading a "new" file. To retrieve an "old" file see below.

Follow these steps if No Transactions are displayed after Step 2 and you want to access an Old Batch. An Old Batch is a batch that has already been processed.

Step 3: Click on the Show Old Batches button.

Step 4: (same as Step 2 above) From the Payment Batch Type drop down choose eCheck and click on the Select Batch Type button.

From this point forward the process requires entry of the special password (see page 3 above) and follows from there through step 10.