MSCS BridgeNet
“How To…”

Create and Maintain Recurring ACH Debits

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The MSCS BridgeNet “How To…” guides provide step-by-step instructions for a very-specific BridgeNet process. For more information on BridgeNet, including a full BridgeNet user guide please contact your MSCS representative.
Add a New Recurring Item

Within the Manage Cash menu, open the “Recurring ACH Debits” screen.

Click “Add.”
Populate the top section of the detail screen as follows:

**Account** – Manually enter the “internal account” number, or use the Search button to locate the appropriate plan

**ABA Number** – Enter the appropriate ABA number*

**Bank Account** – Enter the appropriate Bank Account number*

*The **MICR Lookup** button can be used to populate bank information from the “Manage MICR Mapping” screen, if desired

**Transaction Code** – select “Checking,” “Savings,” or “General Ledger Acct”

**Amount** – Enter the debit amount

Optional Fields:
- Sub Account
- Participant Name
Populate the bottom section of the screen with the appropriate Frequency details. All requests must be created for future dates.

**Monthly** or **Quarterly** – Enter a “Day” value and a “First Payment” date.

- The “End of Month” checkbox can be used in place of a literal “day” value, if needed.
- The “Exclude December” checkbox can be used to “pause” debits during December.

**Weekly** or **Bi-Weekly (every other week)** – Enter a “Day of Week” value and a “First Payment” date.

- The “Exclude December” checkbox can be used to “pause” debits during December.

When finished, click “Save.”
**Edit an Existing Item**

Within the Manage Cash menu, open the “Recurring ACH Debits” screen.

Click “View/Edit.”
Edit all pertinent information and click “Save” to apply the changes. A new “First Payment” date will need to be selected if the field currently displays a past date.

Edited the first payment date to 06/22/2015
Inactivate a Recurring Item

Items that are no longer needed can be inactivated by clicking the “Inactivate” button on the Recurring ACH Debits summary screen.

Once the “Inactivate” button has been clicked, the following pop-up message is displayed:

Click “Yes” to complete the inactivation, or “No” to cancel. Inactive items can be found by using the “Display Inactive Items” checkbox in the search criteria at the top of the Summary screen.
**Using an Existing Record to Create a One-Time Debit**

Authorized users can create a one-time ACH Debit from this screen using the “Create” function. The “Create” function makes a copy of the “recurring” information and uses it to add an ACH Debit request to the Manage ACH Debits screen. The “Create” function does not impact the recurring item’s settings or schedule.

Within the Manage Cash menu, open the “Recurring ACH Debits” screen. Locate the appropriate item, highlight it, and click “Create ACH Debit.”

Once the button has been selected, a pop-up will be displayed:

Click “Yes” to proceed or “No” to cancel.
Click “OK.”

Once finished, navigate to Manage Cash > Manage ACH Debits to locate the newly created item.

Select the appropriate item and click the “Release” button to submit the ACH Debit to Matrix.
**Common Q &A**

Q: Why would I “create” a one-time item?
A: Recurring Debits can only be configured to start on a future date. Once the debit “template” has been created, the user can “Create” a one-time debit for today’s date without affecting the schedule for the recurring item.

Q: What time does the event run?
A: BridgeNet pulls Recurring ACH debit information once daily, at 8:15am ET.

Q: Why can’t I find my account using the Search function?
A: An account must be in a “Confirmed” and “Active” status on the Bridge before any Recurring Debits can be scheduled.