Let's Talk
Automated Funds Transfer Service

The automated funds transfer service offered by Libro to business Owners facilitates the automated direct deposit and debit of funds to and from suppliers, staff and customers. Conveniently credit or debit accounts at other Canadian financial institutions and improve operational efficiency!

Is this right for my business?

Consider Automated Funds Transfer if:

- You make payments to staff accounts or suppliers, as well as other disbursement activities.
- You obtain payments from customers, as well as other collection activities.
- Multiple individuals may need to process AFT information for your business.

Peace of Mind of Enhanced Security

- Multi-step user authentication; user ID, unique password and 2-step security[1].
- Limit set for Transactions, File or Settlement Day and Monthly to assist with risk mitigation.
- Added risk controls for dual authorization transactions available.
- Risk Threshold controls; dual authorization becomes mandatory when limit(s) are set or total (for all associated businesses) $1,000,000 or more.
- Online records retention up to 18 months.
- Compatible with Internet Explorer, Firefox, Safari and Google Chrome browsers.

PaymentStream AFT support is available through Libro Credit Union by emailing aft@libro.ca or calling 519-672-0130 ext. 4401

[1] *2-Step Security is an extra layer of security added to the platform. It authenticates a user by confirming two factors of authentication: A password and either a "hard" (physical) token or "soft" (mobile app) token which randomly generate a one-time code that must be entered before log in can occur.*

[2] *Data Entry Automatic Release may not be recommended for payroll/AP files as edits are normally required before most runs.*

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How it Works

Using the web-based platform provided by Central 1 Credit Union (Central 1), *PaymentStream™ AFT*, select the service option that works best for your business:

- **File Upload:** Upload a file created by your software directly to the secure site for AFT processing. Files must be created in CPA005 standard format. See next page for a listing of known compatible softwares.
- **Data Entry:** Enter and maintain your data (records) (account information, amounts, etc.) directly into the secure web-based application *PaymentStream*. Data entry allows you to choose from two different release types:
  - **Manual Release:** log into the site and create or release the batch (file) before each due date. Multiple due dates can be release at one time, up to a maximum of 14 days in advance.
  - **Automatic Release:** the system scans the data entered (records) and releases the information automatically, four business days ahead of the scheduled due date. This option eliminates the need to log into the system unless record information (amounts, bank account information, etc.) needs updating.[2]
- Assign users within your organization who will have the ability to process the AFT information on your behalf customizable permission levels are available.
- Provide membership fee amounts for direct debit and/or perform your own payroll calculations for direct deposit.
- Verify batch totals in *PaymentStream* AFT to your own internal records.
- Ensure account numbers and amounts in *PaymentStream* AFT and/or your own software are complete and accurate.
- Process/upload AFT files 2 business days in advance of the due date to ensure deposits/debits are processed to accounts on the due date requested (less than 2 days lead time may result in a delay in processing/deposit times or the inability to correct errors before posting).

Pricing:

Service	Item Charges	Special Information
Automated Funds Transfer Service Initial set-up	**$175.00** *$75.00	One time set-up fee for business Originator ID/site access. *If additional Originator IDs are needed.
AFT File upload	**$15.00** +$0.10	File processing fee (per file uploaded) + Per transaction submitted in the file. *Charged the next business day.*
Data Entry – Manual Release	**$15.00** +$0.10	Processing fee (per release) + Per transaction (record) submitted in the release.
Data Entry – Automatic Release	**$60.00** +$0.10	Processing fee (per month regardless of the number of files released) + Per transaction (record) submitted in the releases. *Charged at the start of next month – Please note this fee will apply every month even if no files are processed.*
2-Step Security – Hard Token **A physical device that generates a random 1 time code when activated**	**$20.00**	Per User ID if requested. Hard tokens have a battery life of 2-3 years and will have to be replaced as required at your expense.
2-Step Security – Soft Token **An app installed on a user's trusted mobile device**	**N/A**	The app required to use a soft token is currently a free application.
AFT recalls/errors or traces	**$15.00**	If needed - when an item or file processed is incorrect and needs to be stopped or corrected. *Please note AFT recalls/error corrects must be done within a specific timeframe and are done on best efforts basis.*

How do I get started?

- Talk to your Libro Coach and complete a service request form. A formal package of information will be sent to your branch for review.

- Once appropriate agreements have been signed, returned to Libro, and the set-up has been completed,we'll provide the assigned users with the site URL and login details to access PaymentStream AFT through Central 1's secure site.

Known softwares that can create compatible data files:

- Simply Accounting/Simply Sage/Sage 50, 100
- Jonas
- ACCPAC
- QuickBooks (may require additional software levels)
- CanPay
- RBA Scheduler
- Easypay
- GoldCare
- Paymate
- Condo Manager

Other softwares may be used if the file can be created in CPA standard 005 format.

Please contact your software service provider to confirm if your software level has the function to create AFT files as well as confirming compatibility.

For more information, questions or file specifications please contact your Libro Coach.

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