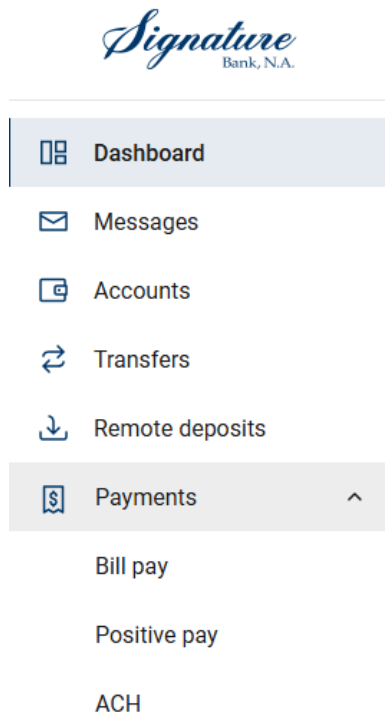




How to Create a New ACH Batch

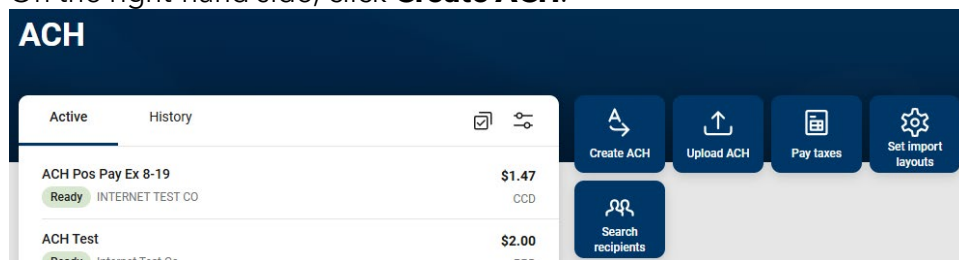
1. Navigate to ACH

- Click on the **Payments** tab.
- Select **ACH**.



2. Create a New ACH Batch

- On the right-hand side, click **Create ACH**.



3. Setup the Batch

- Enter a **Batch Name**. This is the name that will appear in your batch list.
- Select the appropriate **ACH Company** you want to send the batch from (PPD for individual payments and CCD for company payments).



<

Create ACH

Batch name

ACH name

Company

Select company >

<

ACH Company

COMPANY	ID	SEC	DESCRIPTION
Internet Test Co	1123456789	CCD	TAXPAYMENT
Internet Test Co	1123456789	PPD	PAYROLL

4. Add Recipients

- Click Add **Recipients**
- Select the **Add Recipient** icon.
- Choose **Manually Add**.
- Enter the recipient's name, payment amount, and account information.
- Select **Save Recipient** to complete the process.
- To add more recipients, click **Add another recipient**.



Recipients

Add recipients >

Cancel

Create batch



Add recipients

Choose how you'd like to add recipients to your batch. Only one method can be used when creating the batch.

 Add manually >

 Import from file >

<

Recipients



New recipient ^



Recipient name

Amount
\$ 0.00

Credit/Debit
Credit ▾

Account number

Routing number 

Account type
Account type ▾

Optional fields ▾

☐ Prenote

☐ Hold

+ Add another recipient

5. Complete the Batch

- Once all recipients are added, you will return to the **Create ACH** screen.
- Review all the information and click **Create Batch**.
- You will be returned to the ACH batch list.

6. Review and Initiate

- Select the batch you created.



- b. Click **Review and Initiate**.

A screenshot of a web application interface. At the top, there's a dark blue header with the word "ACH" in white. Below the header, there are two tabs: "Active" (selected) and "History". Under the "Active" tab, there are three entries. The first entry is "ACH Pos Pay Ex 8-19" with a green "Ready" status and "INTERNET TEST CO" as the company name. The second entry is "ACH Test" with a green "Ready" status and "Internet Test Co" as the company name. The third entry is "Dual Control Test" with a red "Pending approval" status and "Internet Test Co" as the company name.

7. Finalize the Batch

- a. Choose the **Offset Account** and **Effective Date**.
b. Click **Initiate** to submit the batch.

A screenshot of a web application form for finalizing a batch. The form has three main sections. The first section is "Offset account" with a dropdown menu showing "Select account" and a right arrow. The second section is "Effective date" with a dropdown menu showing "Select date" and a right arrow. The third section is "Reset amounts to \$0.00 after processing" with a checkbox. At the bottom of the form, there are two buttons: "Cancel" and "Initiate".