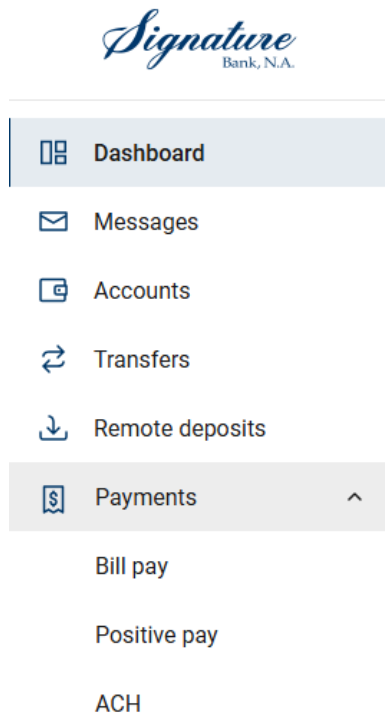




How to Create a New ACH Batch When Setup for Dual Control

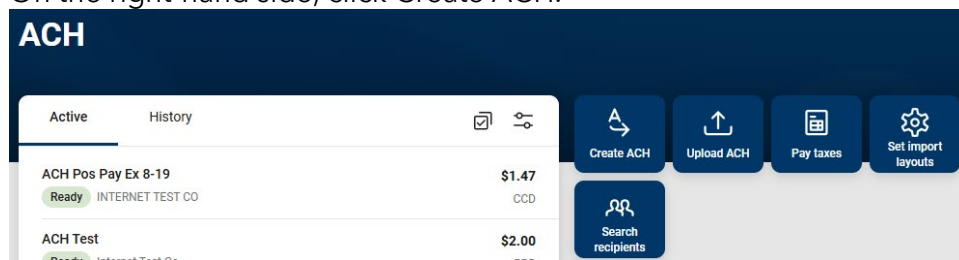
1. Navigate to ACH

- 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** and choose **Add Manually**.
- Enter the recipient's name, payment amount, and account information.
- To add more recipients, click **Add another recipient**.
- When finished, select **Save Recipient**.

<

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. Submit the Batch for Approval

- Select the batch and click **Mark as Pending**.
- The batch status will update to pending approval.

Batch details

...

×

Dual Control Test Ready

⊕ Credits

\$1.00

⊖ Debits

\$0.00

Edit >

Recipients

1 recipient >

Company

Internet Test Co

Company ID

1123456789

SEC code

PPD

Description

PAYROLL

Batch restricted ⓘ

No

🗉 Attach to a conversation

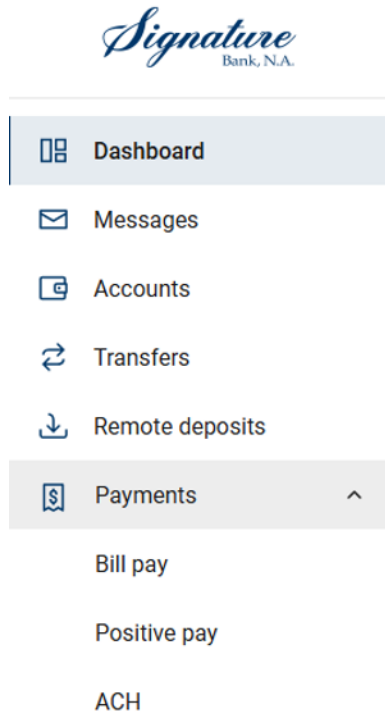
Mark as pending



NOTE: Only Authorized Users with authority to initiate batches may proceed with the next steps.

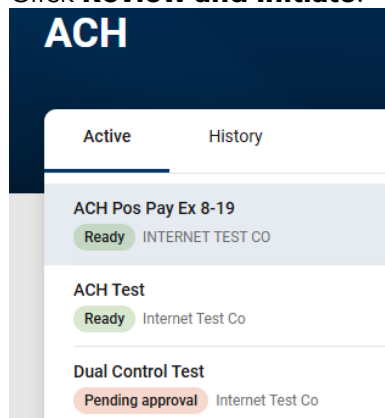
7. Navigate to ACH

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



8. Review and Initiate

- Select the batch that is Pending Approval.
- Click **Review and Initiate**.





9. Finalize the Batch

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

Offset account

Select account >

Effective date

Select date >

Reset amounts to \$0.00 after processing

☐

Cancel

Initiate