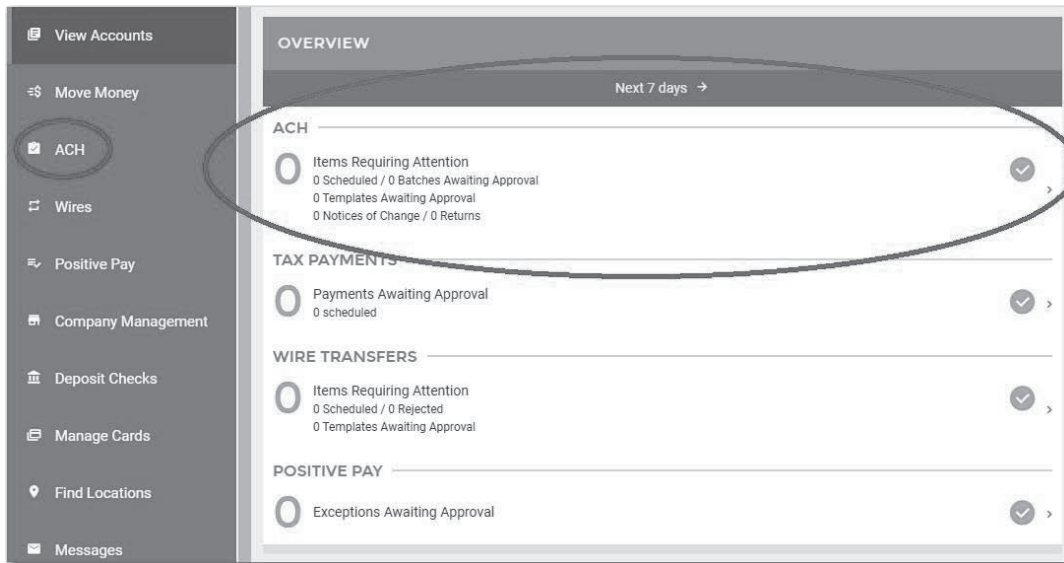victory
bank

CREATING AN ACH BATCH

Using Templates

# Creating an ACH Batch using Templates

Step 1: Navigate to ACH Screen

To begin creating a new ACH batch, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.


Step 2: Begin Batch Creation

This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments (if permission enabled), and ACH History. To start the manual ACH batch creation process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management.
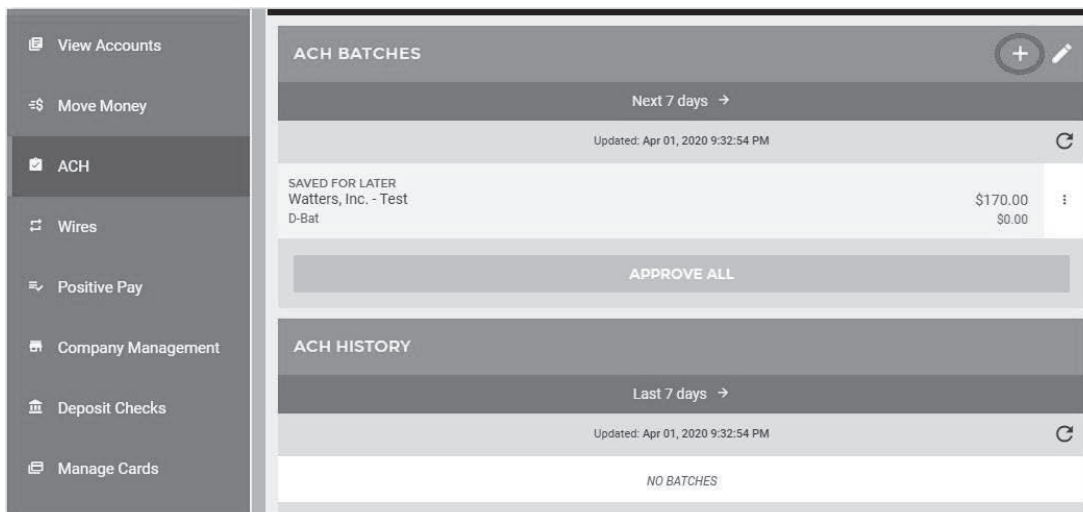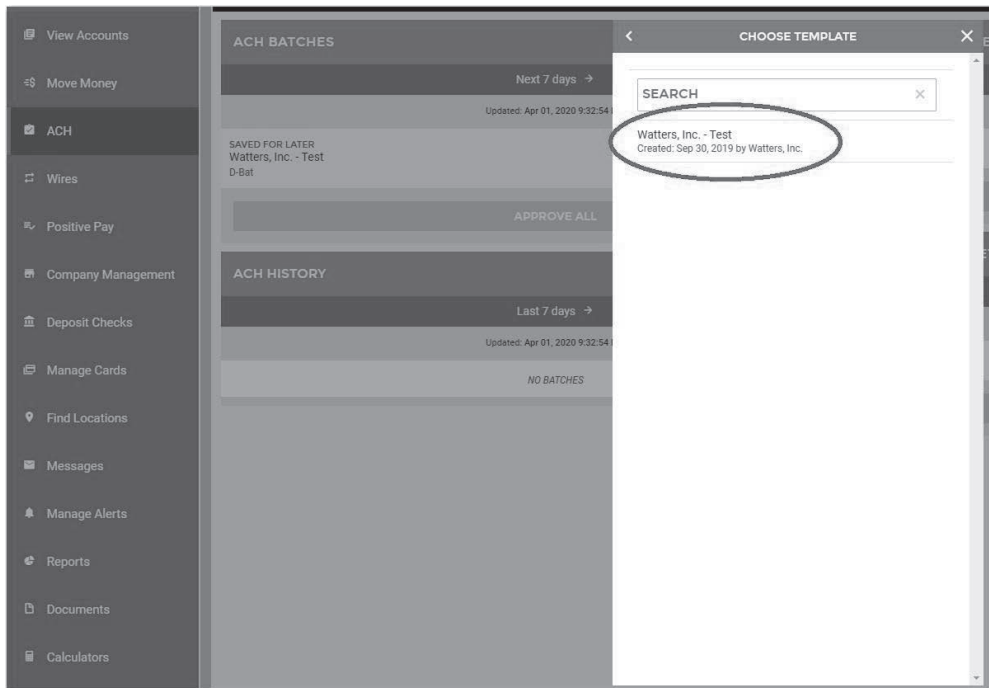
Step 3: Select "New Batch from Template"

In the screen below, click on the button "New Batch From Template".
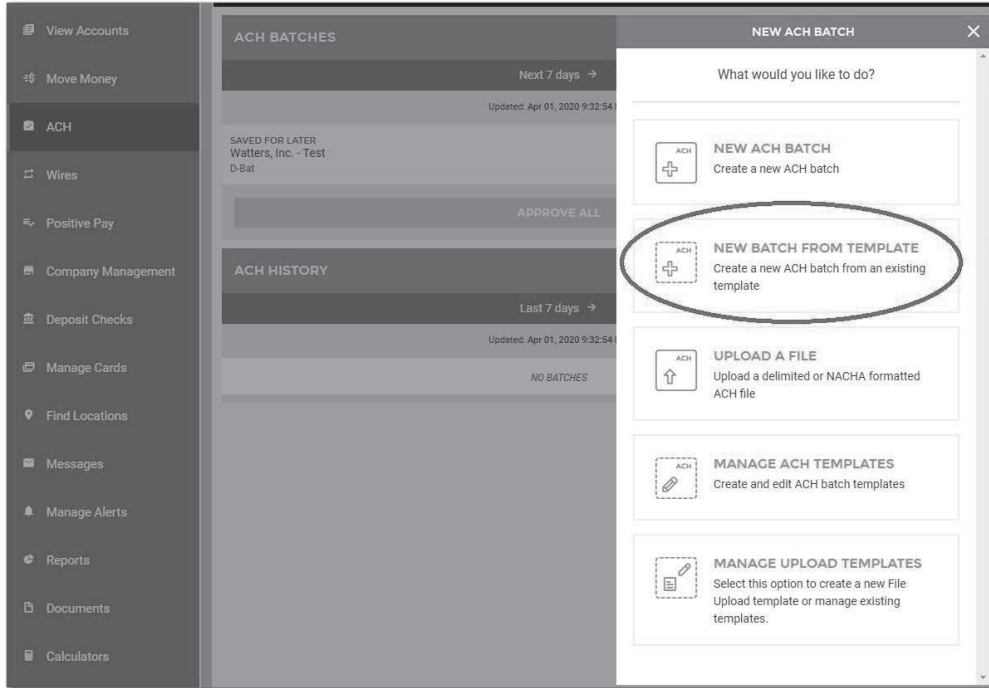
Step 4: Select the Template

On this screen you should see a list of your ACH Templates. Choose the one you wish to work with.

Step 5: Verify Batch Detail Information

Verify the batch detail information you see in the screen shown below. If the details need to be updated, please make the appropriate changes. Once all required fields have been verified, click "Add Recipients" at the bottom of the screen to proceed to the next step.

Step 6: Edit Payees/Recipients

This step allows you to verify your Payees/Recipients and add or remove Payees/Recipients There are two ways to accomplish this.
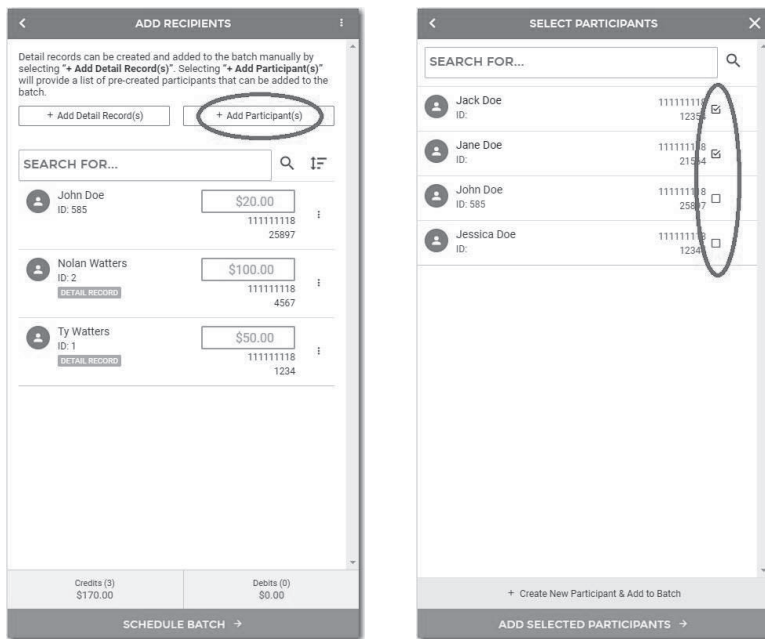
The first way includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants.

The second way includes the "+ Add Participant(s)" option, which allows you to select from a list of existing participants that have been built and attached to the company record under "Company Management".

Step 7: Edit Amount for Payees/Payors

Once you have edited recipients you will need to verify recipient amounts and transaction types (Credit or Debit – Only applicable if you can originate both transaction types). Once all amounts reflect the correct amounts, click "Schedule Batch" to move to the next step.

NOTE: If an entry is left blank or has $0.00 the transaction will be dropped from the processing file. So, if you have an employee on vacation and you don't want to completely remove them from the batch, just set the amount to $0.00.
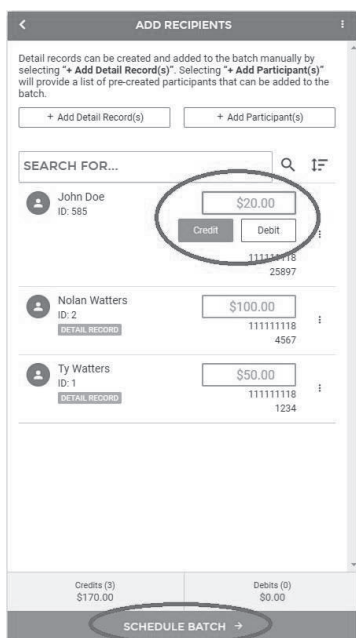
Step 8: Schedule the Batch

The next screen prompts you to schedule the batch. You will be prompted to determine whether you would like the batch to be a one-time batch or recurring. You can also select the effective date and whether you would like the batch to be paid before or after a holiday or weekend if the effective date falls on one of these days. When finished, click on the "Review Batch" button at the bottom of the screen.
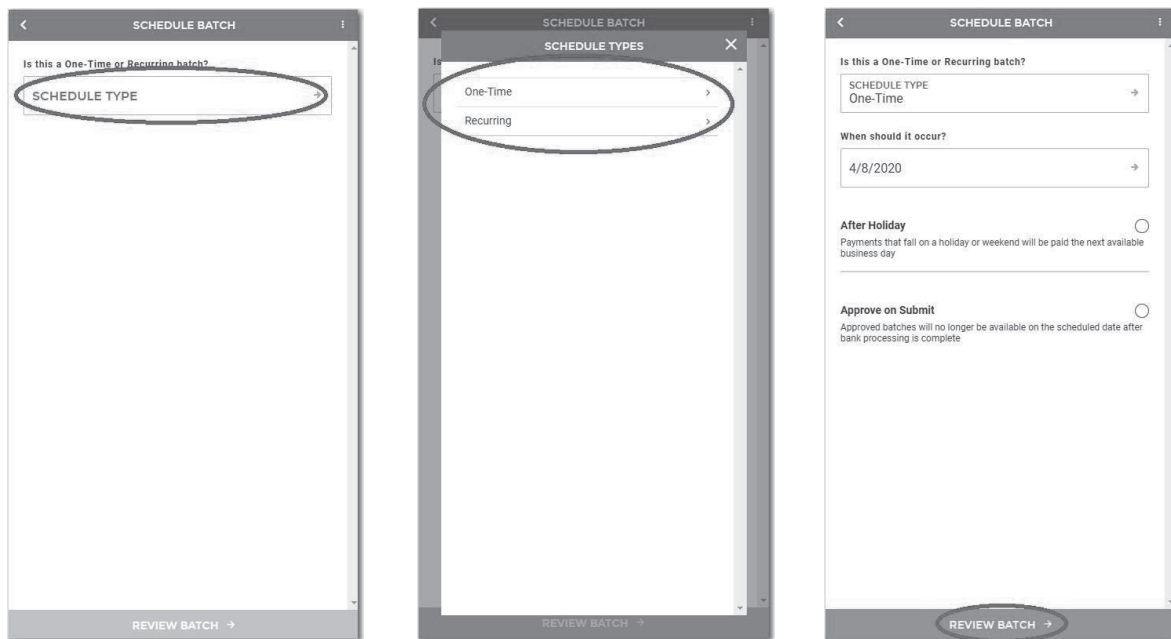
Step 9: Submit the Batch

In the next step the review screen will provide an overview of the details for the batch you've created. If everything looks good, click "Submit" (depending on your permissions, this button may say "Approve and Submit"). Once completed, you will receive a success screen with a green check mark as shown below.