victory bank

CREATING AN ACH BATCH

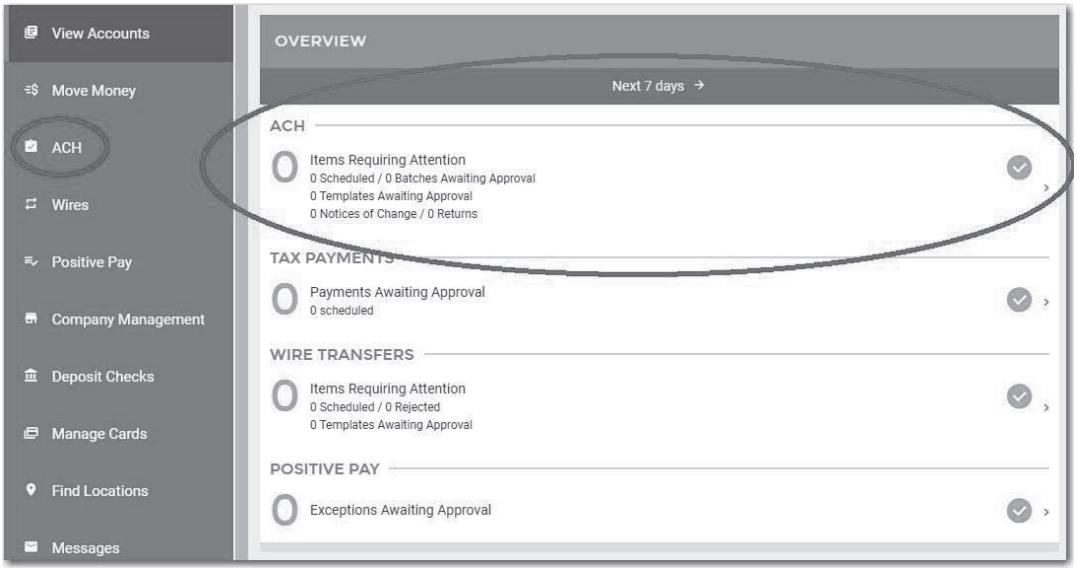
By Managing Payees

Member FDIC

Creating an ACH Batch by Managing Payees/Recipients

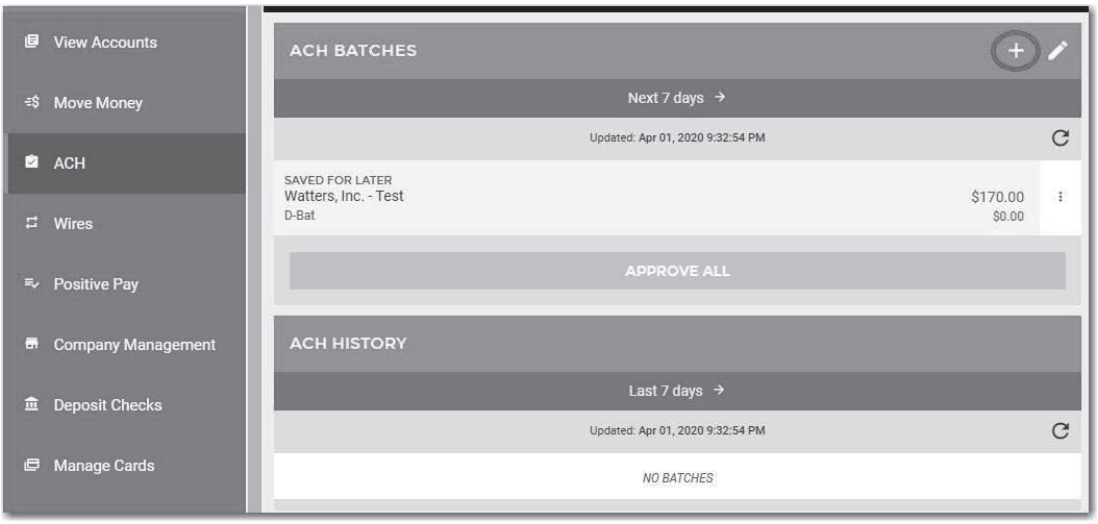
Step 1: Navigate to ACH Screen

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.



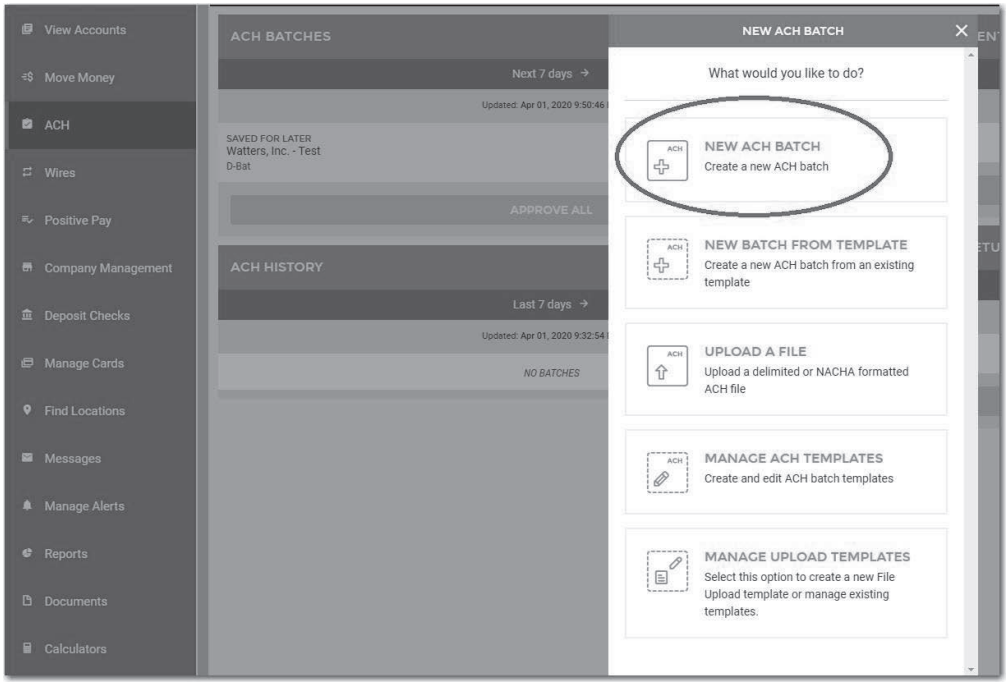
Step 2: Begin Batch Creation

This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, 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.



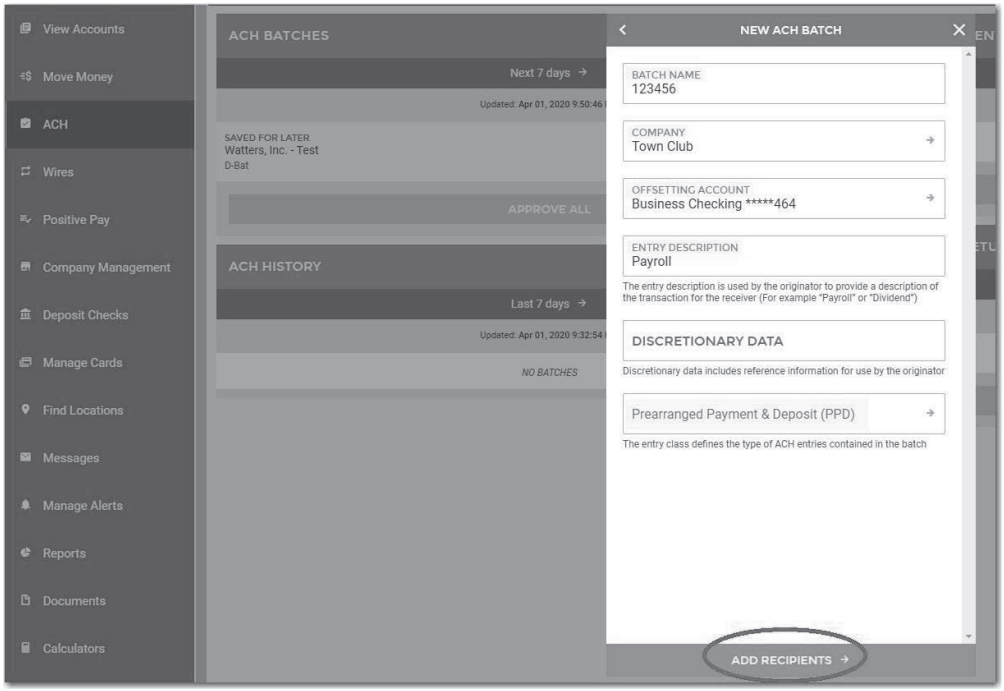
Step 3: Select Batch Type

Clicking on the button labeled "New ACH Batch" will take you through the manual ACH batch wizard.



Step 4: Input Batch Detail Information

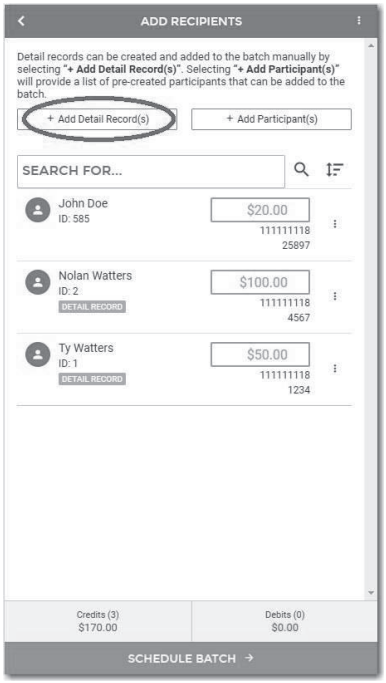
The first step in creating a new ACH batch is entering the necessary header information, including: Batch Name, Company, Offsetting Account, Entry Description, Entry Class. Once all required fields have been filled out, you can click "Add Recipients" at the bottom of the screen to proceed to the next step.

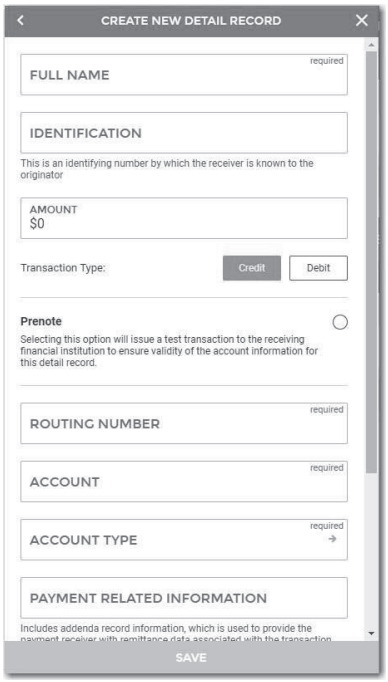


Step 5: Add Payees/Recipients

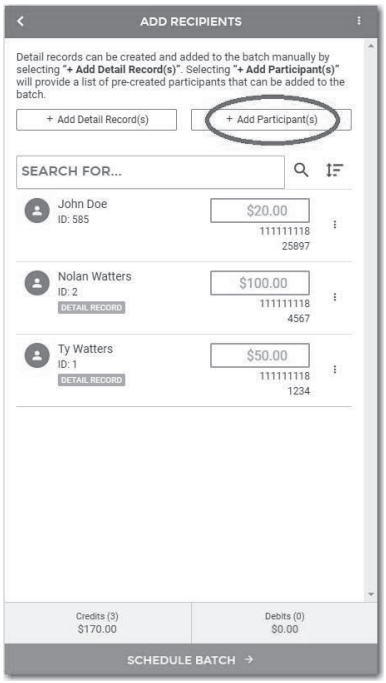
The next step is to add recipients (also known as detail records and participants) to the batch. There are two ways to accomplish this.

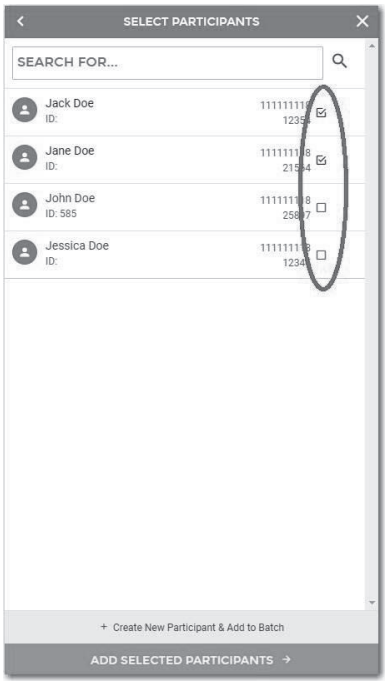
The first way includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants.





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”.

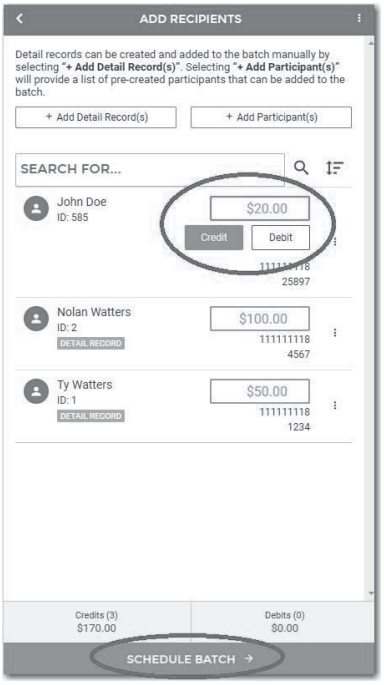




Step 6: Add Amount for Payees/Recipients

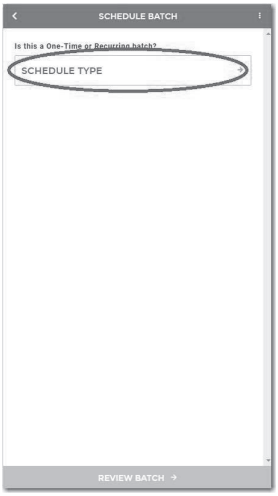
Once you have added recipients you will need to enter an amount and choose the transaction type of Credit or Debit (Only applicable if you can originate both transaction types. If you can only originate one payment type it will be defaulted for you). Once all amounts have been filled in click “Schedule Batch” to move to the next step.

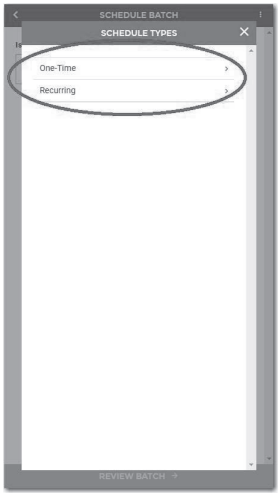
NOTE: If an entry is left blank or has $0.00 the transaction will be dropped from the processing file. So if you have an employee on vacation and you don’t want to completely remove them from the batch, just set the amount to $0.00.

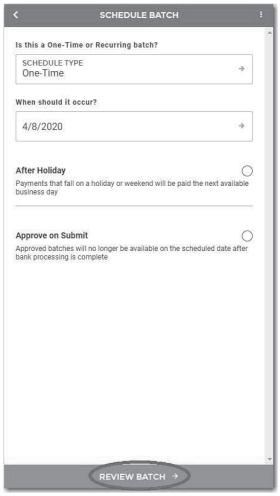


Step 7: Scheduling

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.

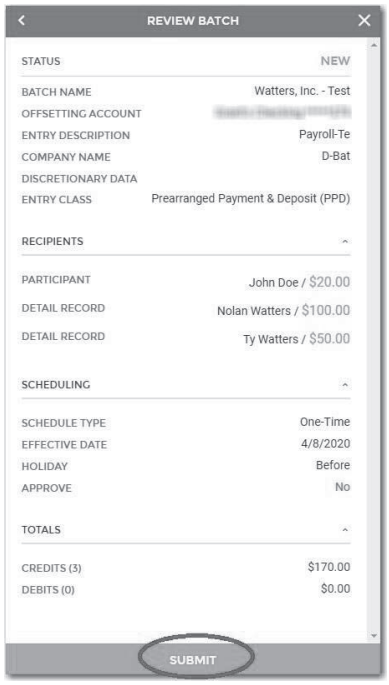
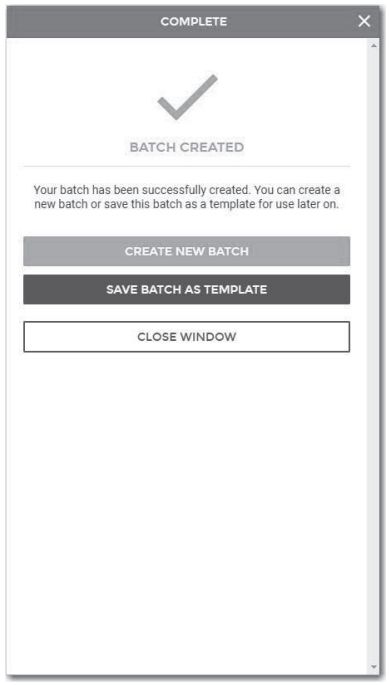






Step 8: Submitting the Batch

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 "Approve And Submit" (depending on your permissions, this button may say "Submit For Approval").



Once completed, you will receive a success screen with a green check mark as shown below.