

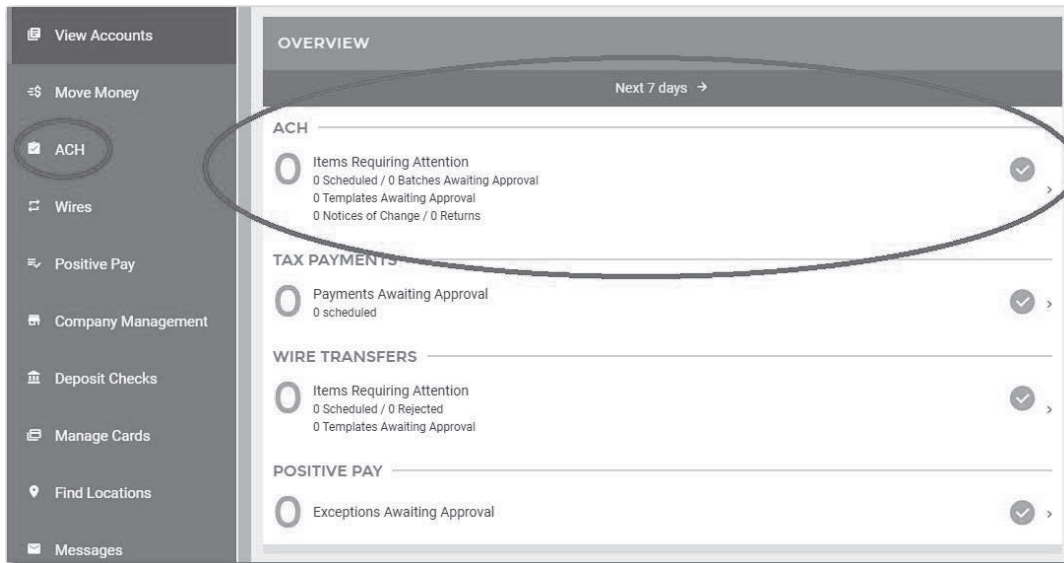
CREATING AN ACH BATCH

By Managing Payees

Creating an ACH Batch by Managing Payees/Recipients

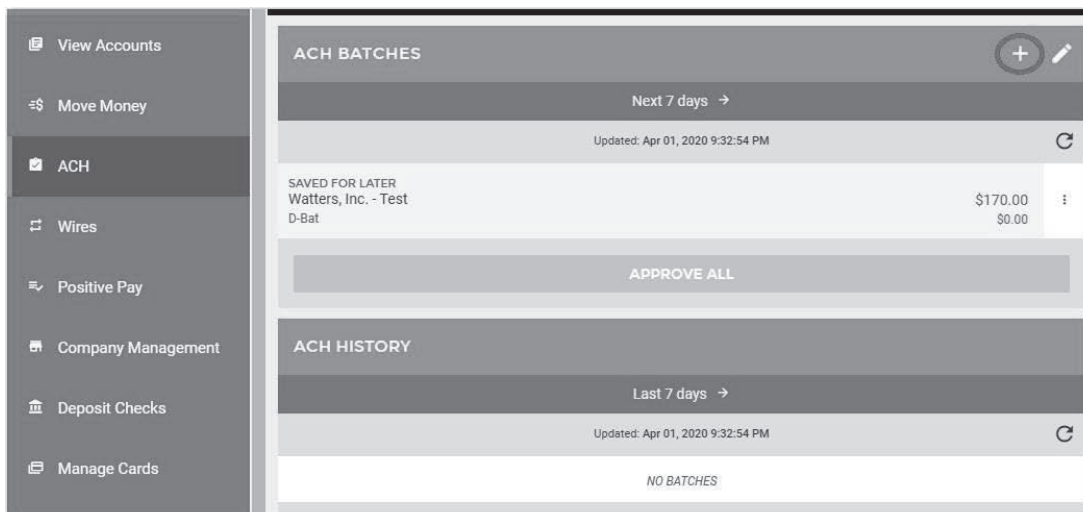
Step 1: Navigate to ACH Screen

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.



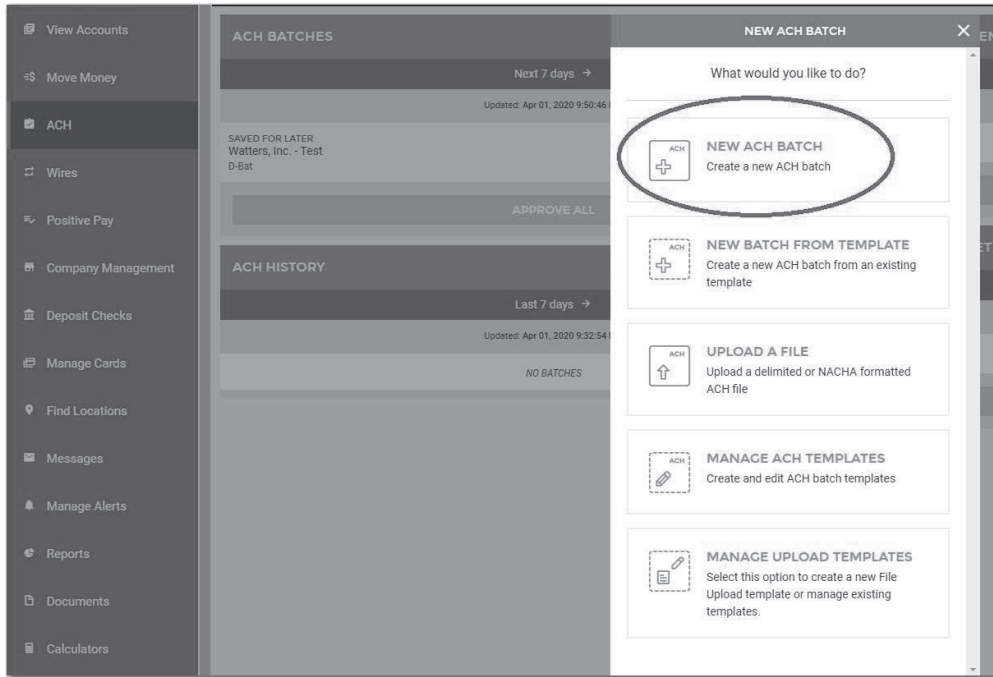
Step 2: Begin Batch Creation

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.



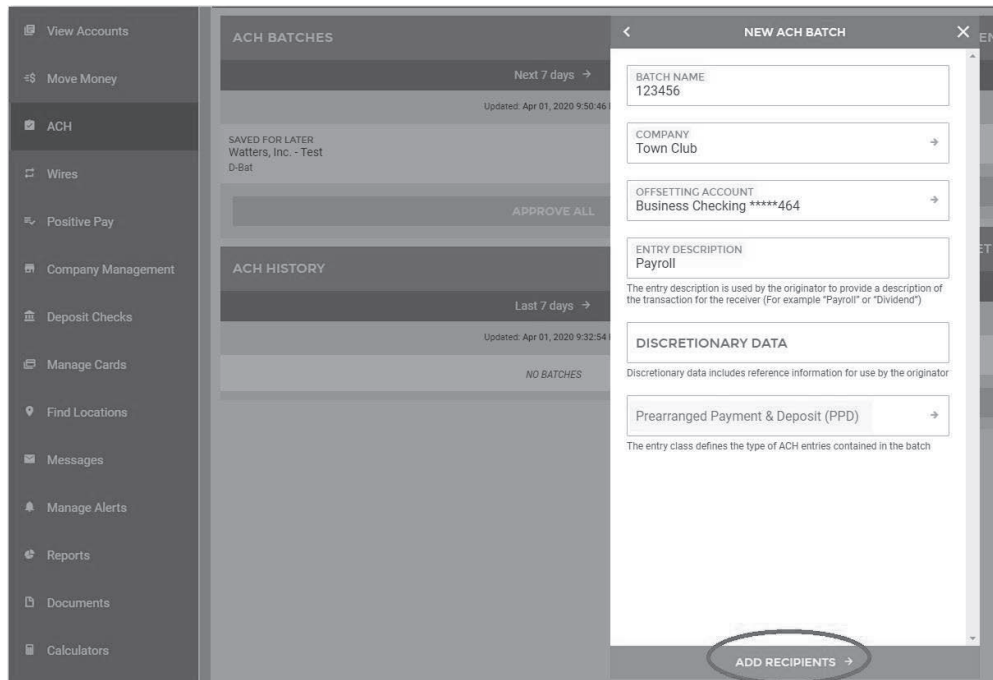
Step 3: Select Batch Type

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.

ADD RECIPIENTS

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s) **+ Add Participant(s)**

SEARCH FOR...

John Doe ID: 585	\$20.00	111111118 25897
Nolan Watters ID: 2	\$100.00	111111118 4567
Ty Watters ID: 1	\$50.00	111111118 1234

Credits (3) \$170.00 Debits (0) \$0.00

SCHEDULE BATCH →

CREATE NEW DETAIL RECORD

FULL NAME required

IDENTIFICATION

This is an identifying number by which the receiver is known to the originator

AMOUNT
\$0

Transaction Type: **Credit** Debit

Prenote

Selecting this option will issue a test transaction to the receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER required

ACCOUNT required

ACCOUNT TYPE required →

PAYMENT RELATED INFORMATION

Includes addenda record information, which is used to provide the payment receiver with remittance lists associated with the transaction.

SAVE

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".

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+ Add Detail Record(s) **+ Add Participant(s)**

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John Doe ID: 585	\$20.00	111111118 25897
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SCHEDULE BATCH →

SELECT PARTICIPANTS

SEARCH FOR...

Jack Doe ID: 111111118 1234	<input checked="" type="checkbox"/>
Jane Doe ID: 111111118 2154	<input checked="" type="checkbox"/>
John Doe ID: 111111118 2587	<input type="checkbox"/>
Jessica Doe ID: 111111118 1234	<input type="checkbox"/>

+ Create New Participant & Add to Batch

ADD SELECTED PARTICIPANTS →



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.

The screenshot shows the 'ADD RECIPIENTS' screen. At the top, there are two buttons: '+ Add Detail Record(s)' and '+ Add Participant(s)'. Below these is a search bar labeled 'SEARCH FOR...'. A list of recipients is displayed, each with a name, ID, and a 'DETAIL RECORD' tag. For each recipient, there is a text input field for the amount and two radio buttons for 'Credit' and 'Debit'. The amount for John Doe is \$20.00, for Nolan Watters it is \$100.00, and for Ty Watters it is \$50.00. At the bottom, there is a summary bar showing 'Credits (3) \$170.00' and 'Debits (0) \$0.00'. A 'SCHEDULE BATCH' button is at the bottom right.

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.

The screenshot shows the 'SCHEDULE BATCH' screen. It asks 'Is this a One-Time or Recurring batch?' and has a dropdown menu for 'SCHEDULE TYPE'. The 'REVIEW BATCH' button is at the bottom.

The screenshot shows the 'SCHEDULE TYPES' screen. It has a dropdown menu with 'One-Time' and 'Recurring' options. The 'REVIEW BATCH' button is at the bottom.

The screenshot shows the 'SCHEDULE BATCH' screen. It has a 'When should it occur?' field with the date '4/8/2020'. There are two radio buttons: 'After Holiday' and 'Approve on Submit'. The 'REVIEW BATCH' button is at the bottom.



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").



The screenshot shows a mobile application window titled "REVIEW BATCH". The window contains the following information:

- STATUS:** NEW
- BATCH NAME:** Watters, Inc. - Test
- OFFSETTING ACCOUNT:** [Redacted]
- ENTRY DESCRIPTION:** Payroll-Te
- COMPANY NAME:** D-Bat
- DISCRETIONARY DATA:**
- ENTRY CLASS:** Prearranged Payment & Deposit (PPD)
- RECIPIENTS:**

 - PARTICIPANT:** John Doe / \$20.00
 - DETAIL RECORD:** Nolan Watters / \$100.00
 - DETAIL RECORD:** Ty Watters / \$50.00

- SCHEDULING:**

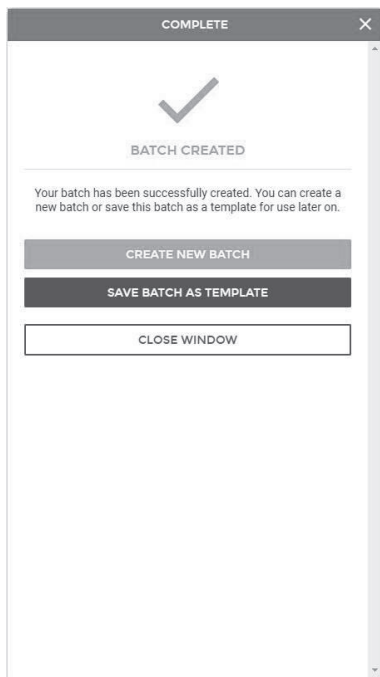
 - SCHEDULE TYPE:** One-Time
 - EFFECTIVE DATE:** 4/8/2020
 - HOLIDAY:** Before
 - APPROVE:** No

- TOTALS:**

 - CREDITS (3):** \$170.00
 - DEBITS (0):** \$0.00

At the bottom of the screen, there is a "SUBMIT" button, which is circled in red in the image.

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



The screenshot shows a mobile application window titled "COMPLETE". The window contains the following information:

- A large green checkmark icon.
- BATCH CREATED**
- Text: "Your batch has been successfully created. You can create a new batch or save this batch as a template for use later on."
- Three buttons:

 - CREATE NEW BATCH** (grey button)
 - SAVE BATCH AS TEMPLATE** (dark grey button)
 - CLOSE WINDOW** (white button with black border)

