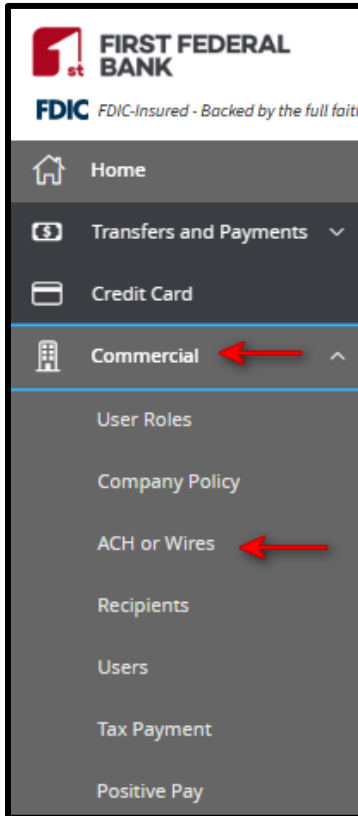
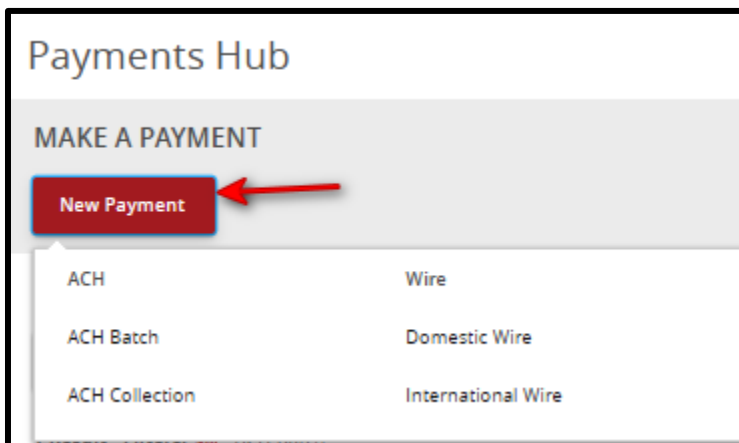


How to Create an ACH Batch or Collection

1. Click **Commercial**, then select **ACH or Wires**.



2. Click **New Payments**, then select the type of ACH transaction you will be sending. (**ACH Batch** – Sending a payment/payroll | **ACH Collection** – Debiting an Account)



3. Under **Origination Details** fill out the following information:

- **SEC Code**
- **Company Entry Description** (If necessary)
- **Subsidiary** (If there are several accounts with ACH access)
- **Account**
- **Effective Date** (*The date the funds will be deposited into or pulled from the account*)

The screenshot shows the 'ACH Batch' interface with the 'Origination Details' section. It includes a 'SEC Code' dropdown menu, a 'Company Entry Description' text field with a 'Max 10 characters' limit, a 'From Subsidiary' search field, an 'Account' search field, an 'Effective Date' calendar picker, and a 'Recurrence' dropdown set to 'None'. There are also links for 'Change Type' and 'Upload From File'.

4. Under the **Recipient** section, you have the option to:

- Add Multiple Recipients at once by clicking **Add Multiple Recipients** then selecting all recipients needed.

This screenshot shows the 'Recipients' section with a red arrow pointing to the 'Add multiple recipients' button. Other elements include a search bar for 'Find recipients in payment', an 'Expand All' button, and a filter for 'Pre-Notes'.

The screenshot shows a dialog titled 'SELECT MULTIPLE RECIPIENT ACCOUNTS'. It features a search bar, 'Select All | Clear All' options, and a list of recipient accounts with checkboxes. A red arrow points to the checked checkbox for 'Employee, One Checking'.

Account Name	Account Type	Selected
Employee, One	Checking	<input checked="" type="checkbox"/>
Le Baron Cafe	Checking	<input type="checkbox"/>
Sunshine Citrus (7894...	Checking	<input type="checkbox"/>
Daffy Duck	Child Support	<input type="checkbox"/>
Janet Bank (Janet Bank)	Checking 1	<input type="checkbox"/>

- Search by name or account and continue adding them as needed.

The screenshot shows a payment system interface with two main sections: 'Recipient/Account' and 'Amount'. The 'Recipient/Account' section contains a search box with the placeholder text 'Search by name or account.' and a list of recipients: 'ButterCup', 'ButterCup (Checking)', and 'Daffy Duck'. A red arrow points to the search box. The 'Amount' section shows a currency symbol '\$' and a value of '0.00'. Below the recipient list, there is a button labeled '+ Add another recipient' with a red arrow pointing to it.

- Or add a new recipient by clicking **New Recipient** in the **Search by name or account box**.

This screenshot is identical to the previous one, but the red arrow now points to the '- New Recipient' button located within the search box area.

- When adding a recipient not saved in the system you will need:
 - a) Display Name, Payment Type, Account Type, Account Number, and Routing Number
 - b) Click the red check mark
 - c) Click **Use Without Save** if this is a one-time payment or **Save Recipient** if you will be sending/debiting additional payments to this recipient.
- Add the dollar amounts to deposit or collect.
- Click Approve (If you have dual control the payment must be approved by an additional user).
- Enter the token on your **VIP App** or the **Hard Token** provided by a Business Banker.