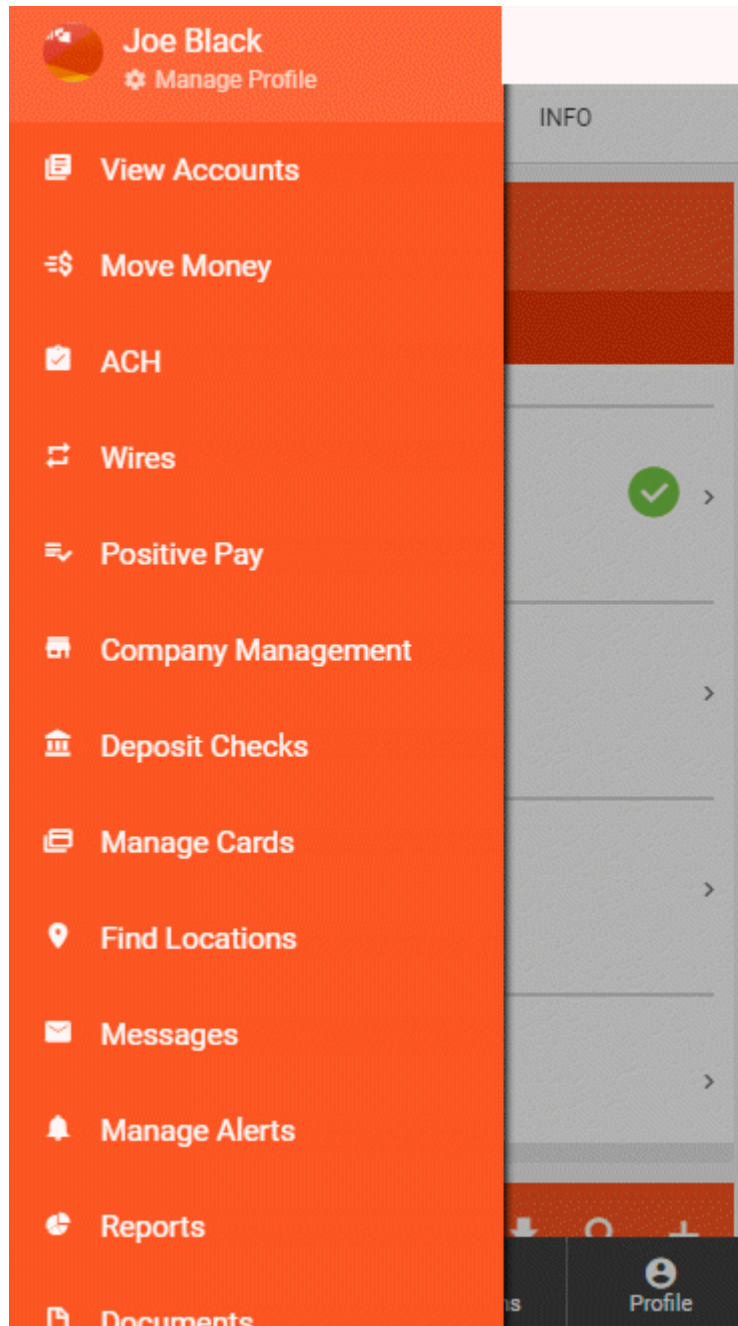
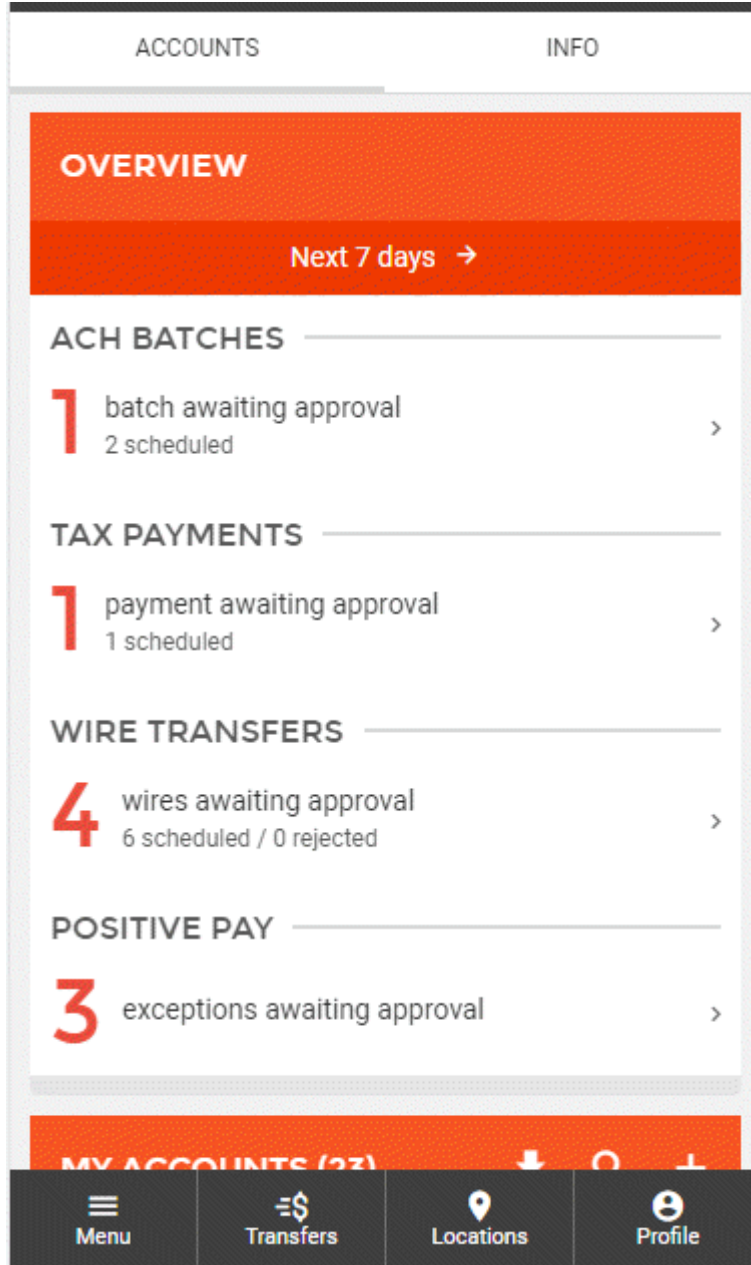


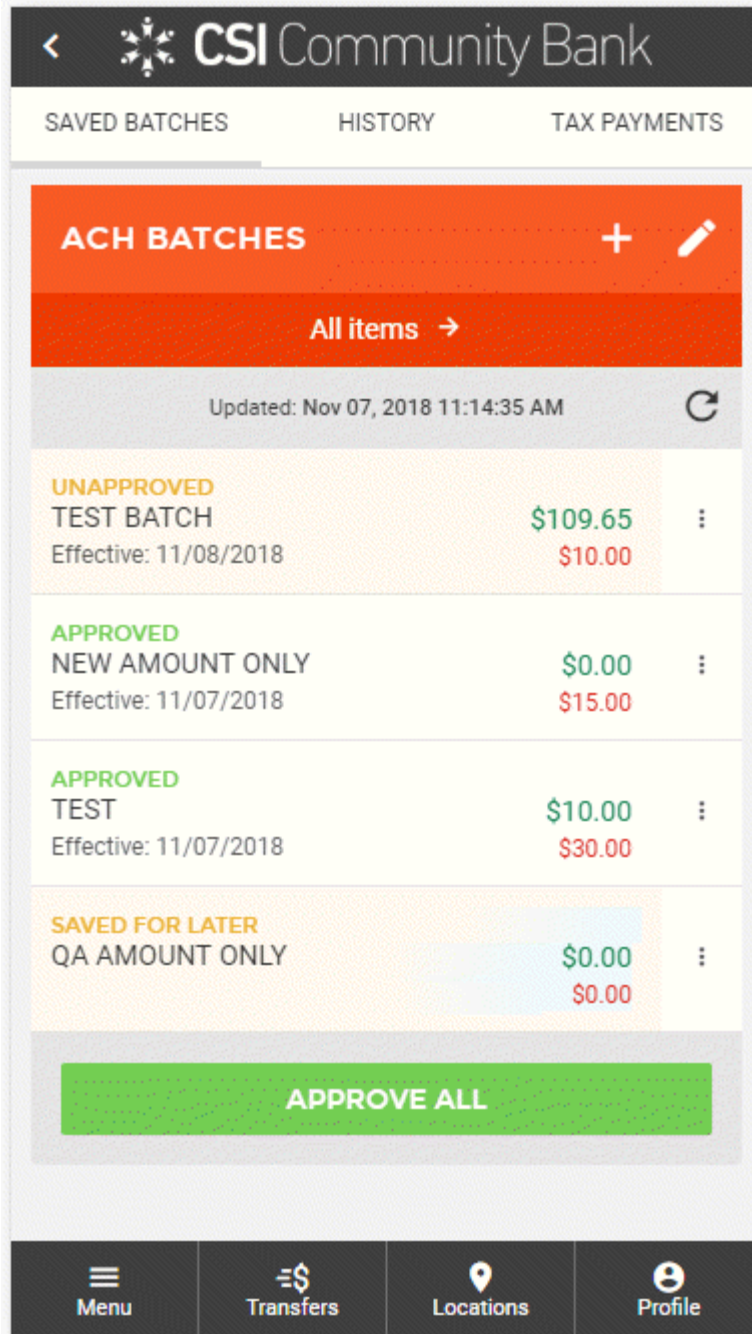
# Creating an ACH Batch from a Pre-Existing ACH Template

To begin creating a new ACH batch using a pre-existing template, 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.






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




### NEW ACH BATCH ✕

What would you like to do?


---




**NEW ACH BATCH**  
Create a new ACH batch



**NEW BATCH FROM TEMPLATE**  
Create a new ACH batch from an existing template

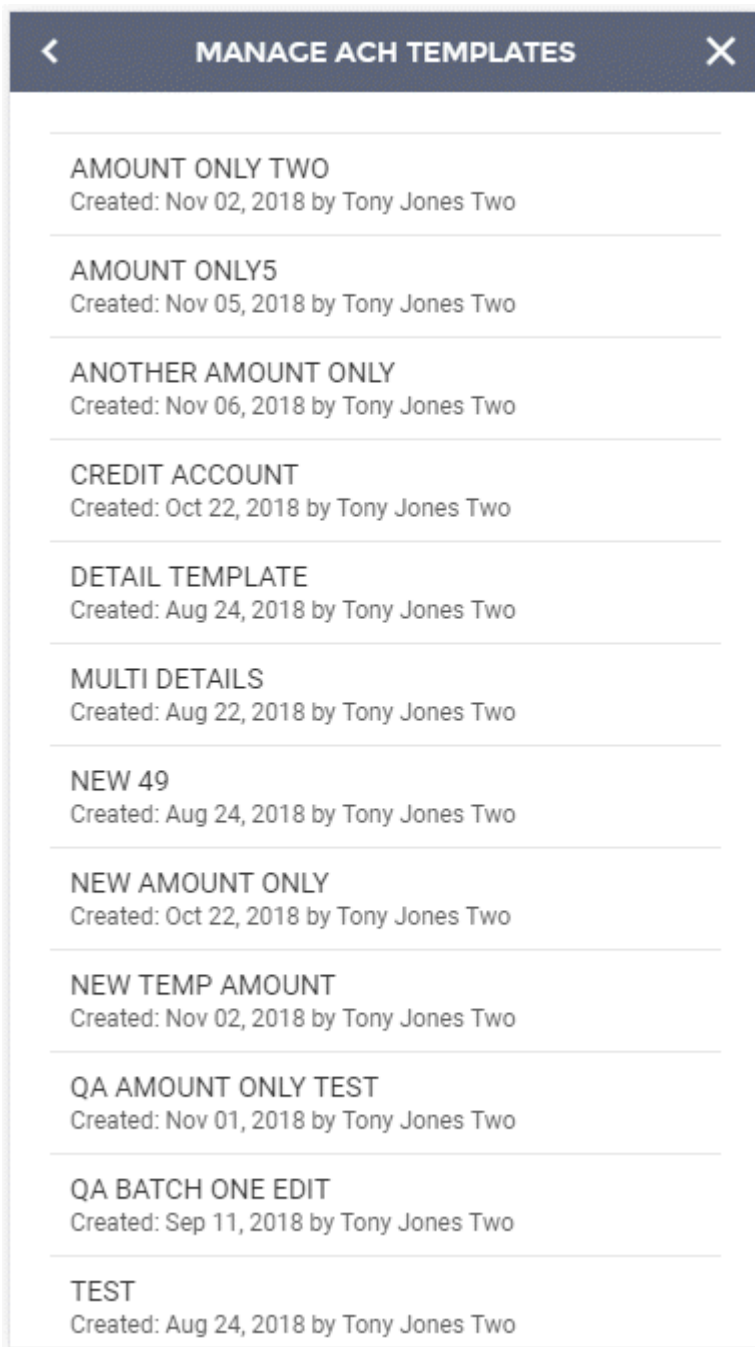


**UPLOAD A FILE**  
Upload a delimited or NACHA formatted ACH file



**MANAGE ACH TEMPLATES**  
Create and edit ACH batch templates

The first step is to select the template you wish to use. These templates can be managed as set up by going to the previous step and selecting "Manage ACH Templates".



Since you are using a template, all fields that were filled out for the template will be automatically filled out in this step. After selecting your template, you will next see all the necessary header information, including:

ACH

- 1** Batch Name
- 2** Company
- 3** Offsetting Account
- 4** Entry Description
- 5** Discretionary Data
- 6** Entry Class

Once all required fields have been filled out and reviewed, you can click "Add Recipients" at the bottom of the screen to proceed to the next step.

The screenshot shows a mobile application interface for creating a new ACH batch from a template. The screen has a dark blue header with a back arrow on the left, the text "NEW BATCH FROM TEMPLATE" in the center, and a close 'X' icon on the right. Below the header are several input fields, each with a label and a value, and some with a right-pointing arrow indicating they are clickable. The fields are: "BATCH NAME" with the value "TEST"; "COMPANY" with the value "VAN R US"; "OFFSETTING ACCOUNT" with the value "\*Test Account \*\*\*\*\*901"; "ENTRY DESCRIPTION" with the value "TEST", followed by a descriptive paragraph: "The entry description is used by the originator to provide a description of the transaction for the receiver (For example 'Payroll' or 'Dividend')"; "DISCRETIONARY DATA" with the value "TEST", followed by a descriptive paragraph: "Discretionary data includes reference information for use by the originator"; and "ENTRY CLASS" with the value "Internet-Initiated Entry (WEB)". At the bottom of the screen is a prominent orange button with the text "ADD RECIPIENTS" and a right-pointing arrow.

**BATCH NAME**  
TEST

**COMPANY**  
VAN R US →

**OFFSETTING ACCOUNT**  
\*Test Account \*\*\*\*\*901 →

**ENTRY DESCRIPTION**  
TEST

The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")

**DISCRETIONARY DATA**  
TEST

Discretionary data includes reference information for use by the originator

**ENTRY CLASS**  
Internet-Initiated Entry (WEB) →

The entry class defines the type of ACH entries contained in the batch

**ADD RECIPIENTS** →

The next step in creating a new ACH batch from template is adding recipients (also known as detail records) to the batch. Since you are using a template, you may already have all the detail records already built into the batch. If not, you can add additional detail records to the batch via two different



ACH

methods. The first includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants. The second includes the "+ Add Participant(s)" option, which allows you to select from a list of participants that have been built under a company.

**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)

**MILLER JONES**  
ID: 8467886      **\$36.96**  
111300958  
4564882

Credits (0)      Debits (1)  
**\$0.00**      **\$36.96**

**SCHEDULE BATCH** →

Selecting the "+ Add Detail Record(s)" option will take you to a screen where individual recipients (also known as detail records) can be added to the batch. Here you will enter all the recipient's information, including:

- 1** Full Name
- 2** Identification Number
- 3** Amount
- 4** Transaction Type – Credit or Debit
- 5** Prenote (if a prenote is needed)
- 6** Routing Number
- 7** Account Number
- 8** Account Type
- 9** Payment Related Information (Addenda Information)
- 10** Notify Via Email (Allows notifications to be sent via email to the recipient upon ACH processing)

ACH

Once these fields have been filled out for the detail record, you can click the "Save & Add Another" option, near the bottom of the screen, if you would like to manually add more detail records. If you are finished adding detail records you can click the "Save" option at the bottom of the screen. Once this is done, you will be taken back to the "Add Recipients" page of the ACH batch wizard. If you are ready to schedule the batch, you can click "Schedule Batch" at the bottom of the screen, taking you to the schedule screen.

The screenshot shows a mobile application screen titled "CREATE NEW DETAIL RECORD". At the top left is a back arrow and at the top right is a close "X" icon. The form contains the following elements:

- FULL NAME** (required): A text input field.
- IDENTIFICATION NUMBER**: A text input field with a sub-note: "This is an identifying number by which the receiver is known to the originator".
- AMOUNT**: A text input field containing "\$0".
- Transaction Type**: Two radio buttons, "Credit" (selected) and "Debit".
- Prenote**: A section with a radio button (unselected) and the text: "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): A text input field.
- ACCOUNT NUMBER** (required): A text input field.

At the bottom of the screen is a large grey button labeled "SAVE".

**< CREATE NEW DETAIL RECORD >**

receiving financial institution to ensure validity of the account information for this detail record.

---

**ROUTING NUMBER** required

**ACCOUNT NUMBER** required

**ACCOUNT TYPE** required →

**PAYMENT RELATED INFORMATION**

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

**NOTIFY VIA EMAIL**

Enter an email address, for recipient to be notified of ACH batch processing.



**SAVE & ADD ANOTHER**

**SAVE**

**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)







 MILLER JONES ID: 8467886	<b>\$36.96</b>	111300958 4564882	⋮
 TEST JONES ID: 4465462 <b>DETAIL RECORD</b>	<b>\$25.00</b>	111300958 9563221	⋮

Credits (1) <b>\$25.00</b>	Debits (1) <b>\$36.96</b>
-------------------------------	------------------------------

**SCHEDULE BATCH** →

Selecting the "+ Add Participant(s)" option will take you to a screen where all participants built under this company are listed and can be selected for addition to the batch. All details associated with the participant will automatically be moved into the batch upon selection.

**SELECT PARTICIPANTS**

	JACKSON ID: 152458	111300958 123456	<input type="checkbox"/>	⋮
	MILLER JONES ID: 8467886	111300958 4564882	<input type="checkbox"/>	⋮
	Newest Guy ID: 4146821	111111118 879846	<input type="checkbox"/>	⋮
	Newest Guy ID: 1545655	111111118 879846	<input type="checkbox"/>	⋮
	TONY JONES ID: 15488754	111300958 897854	<input type="checkbox"/>	⋮
	UNIVERSAL ID: 45465565	111300958 151545	<input type="checkbox"/>	⋮

+ Create New Participant & Add to Batch

**ADD SELECTED PARTICIPANTS** →

ACH

If you do not see the participant you are looking for, you can also create new participants from this screen and include them in the current batch. To accomplish this, click the "+ Create New Participant & Add to Batch" button.

Selecting the "+ Create New Participant & Add to Batch" option will take you to the Add New Participant screen. Here you will enter all the participant's information, including:

- 1** Full Name
- 2** Identification Number
- 3** Email Address
- 4** Notify Via Email (Allows notifications to be sent via email to the participant upon ACH processing)  
When this field is enabled, an email address is required.

**5 Universal Participant (Allows the participant to be used by all companies)**

The screenshot shows a mobile application screen titled "ADD NEW PARTICIPANT". At the top, there is a dark blue header with a back arrow on the left and a close 'X' icon on the right. Below the header are three input fields: "FULL NAME" (with a "required" label on the right), "IDENTIFICATION NUMBER", and "EMAIL ADDRESS". Below these fields are two radio button options. The first is "Notify via Email" with a description: "Send participant an email when any batches that participant is included in are submitted / processed." The second is "Universal Participant" with a description: "Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company." Below the radio buttons is a section titled "PARTICIPANT'S ACCOUNTS:" with an upward-pointing chevron icon. Underneath this section is a button labeled "+ Add Accounts". At the bottom of the screen is a grey bar with the text "SAVE PARTICIPANT" in white.

A participant account must be added to save the participant. You can click the "+ Add Accounts" button to add an account.

Selecting the "+ Add Accounts" button will take you to the Add Participant Account screen. Here you will enter all the account information, including:



ACH

- 1 Account Name
- 2 Account Type (Checking, Savings, GL, or Loan)
- 3 Account Number
- 4 Routing Number

<ADD PARTICIPANT ACCOUNT>

ACCOUNT NAMErequired

---

ACCOUNT TYPErequired  
→

---

ACCOUNT NUMBERrequired

---

ROUTING NUMBERrequired

---

SAVE ACCOUNT

Once these fields have been filled out for the participant account, you can click the "Save Account" option near the bottom of the screen. Once this is done, you will be taken back to the "Add New Participants" page. If you are ready to save the participant, click "Save Participant" at the bottom of the screen.

**ADD NEW PARTICIPANT**

FULL NAME  
JOHN JONES

IDENTIFICATION NUMBER  
98956215

EMAIL ADDRESS  
TEST@EMAIL.COM

Notify via Email   
Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant   
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS: ^

**WORK ACCOUNT** Remove  
Checking / Acct #486841561  
Routing 11111111

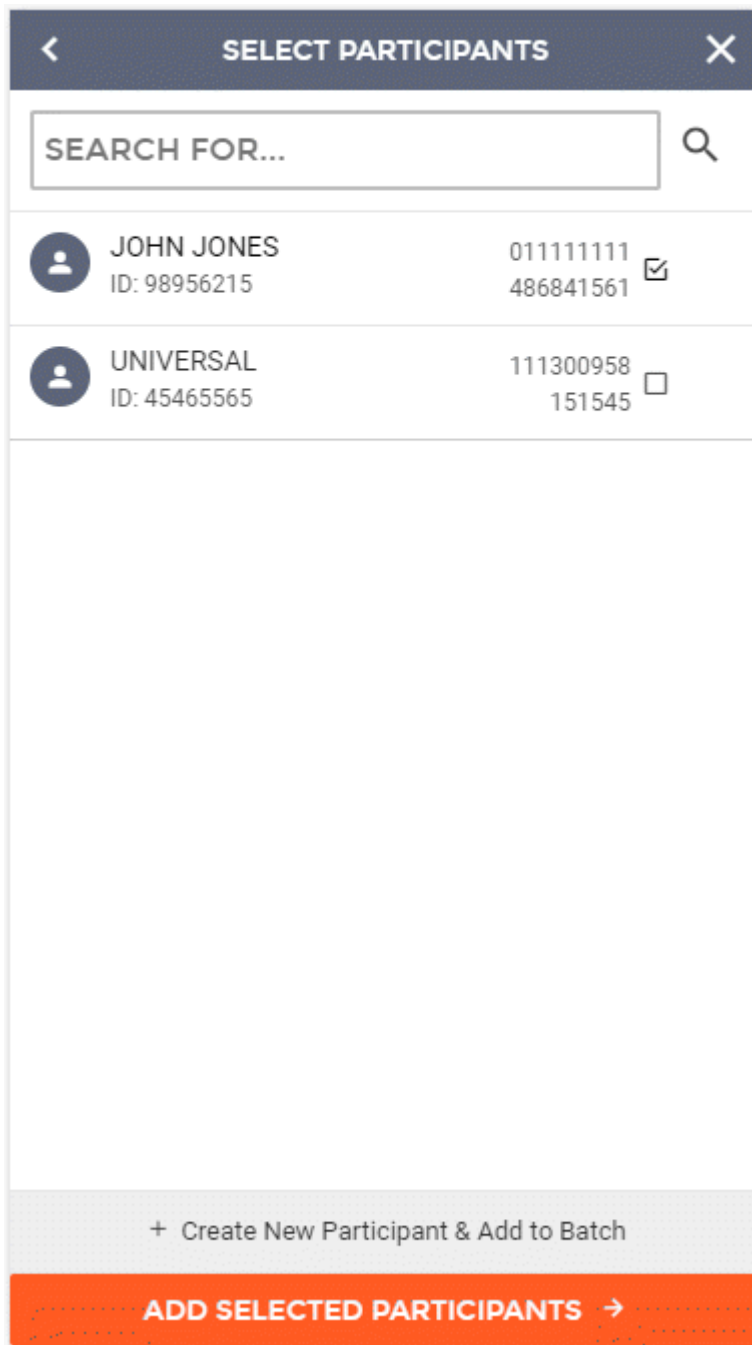
+ Add Accounts

**SAVE PARTICIPANT**

ACH

You will be directed back to the "Select Participants" screen where the participant you just created is marked for selection. You can create additional participants by clicking the "+Create New Participant & Add to Batch" button and going through the participant setup again.

Once all desired participants have been selected, click the "Add Selected Participants" option at the bottom of the screen to add them to the batch.



You will be directed back to the Add Recipients screen where the selected participants will be displayed.

You will need to add an amount and designate the type of transaction for each participant on the Add Recipients screen.

## ACH

Once all detail records have been added to the ACH batch and you are ready to submit the batch, you can click the "Schedule Batch" option at the bottom of the screen. This will take you to the next screen where you can schedule the batch, determining whether you would like it to be a one-time batch or a recurring batch. On this screen 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, you can click on the "Review Batch" button at the bottom of the screen, which will take you to the review screen for the ACH batch.

<
**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)

<div style="display: flex; align-items: center;"> <div> <p><b>MILLER JONES</b></p> <p>ID: 8467886</p> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 0 auto; color: red; font-weight: bold;">\$36.96</div>	⋮	<p style="font-size: small;">111300958 4564882</p>
<div style="display: flex; align-items: center;"> <div> <p><b>TEST JONES</b></p> <p>ID: 4465462</p> <div style="background-color: #ccc; padding: 2px; font-size: x-small; margin-top: 5px;">DETAIL RECORD</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 0 auto; color: green; font-weight: bold;">\$25.00</div>	⋮	<p style="font-size: small;">111300958 9563221</p>
<div style="display: flex; align-items: center;"> <div> <p><b>JACKSON</b></p> <p>ID: 152458</p> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 0 auto; color: green; font-weight: bold;">\$100.00</div>	⋮	<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 5px;"> <div style="background-color: #334d5d; color: white; padding: 5px 10px; border-radius: 3px;">Credit</div> <div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 3px;">Debit</div> </div> <p style="font-size: small;">111300958 123456</p>
<div style="display: flex; justify-content: space-around; font-size: small;"> <span>Credits (2) <b>\$125.00</b></span> <span>Debits (1) <b>\$36.96</b></span> </div>			

SCHEDULE BATCH →

**SCHEDULE BATCH**

Is this a One-Time or Recurring batch?

SCHEDULE TYPE →

REVIEW BATCH →

**SCHEDULE TYPES** ✕

---

One-Time >

---

Recurring >

---



**SCHEDULE BATCH**

Is this a One-Time or Recurring batch?

SCHEDULE TYPE  
Recurring →

When should it occur?

EFFECTIVE DATE  
11/9/18 →

How often should it occur?

OCCURRENCE  
Monthly →

END DATE  
5/31/19 →

**After Holiday** ✓  
Payments that fall on a holiday or weekend will be paid the next available business day

**REVIEW BATCH** →

On the review screen, you will be able to see all details of the current ACH batch. This includes:

- 1 Header Information (Batch Name, Company Name, etc.)
- 2 Recipients (Detail Records)
- 3 Scheduling (Type and Effective Date)

**4 Totals (Credits and Debits)**

ACH

If all information contained within the review screen looks accurate, you can select to "Submit and Approve" (if you have access to approve your own batches), or to "Submit to Approver" if you require secondary approval before bank processing can occur.

**REVIEW BATCH**

---

**STATUS** NEW

---

**BATCH NAME** TEST

**OFFSETTING ACCOUNT** \*Test Account \*\*\*\*901

**ENTRY DESCRIPTION** TEST

**COMPANY NAME** VAN R US

**DISCRETIONARY DATA** TEST

**ENTRY CLASS** Internet-Initiated Entry (WEB)

---

**RECIPIENTS** ^

---

**PARTICIPANT** MILLER JONES / \$36.96

**DETAIL RECORD** TEST JONES / \$25.00

**PARTICIPANT** JACKSON / \$100.00

---

**SCHEDULING** ^

---

**SCHEDULE TYPE** Recurring

**EFFECTIVE DATE** 11/9/18

**OCCURRENCE** Monthly

**END DATE** 5/31/19

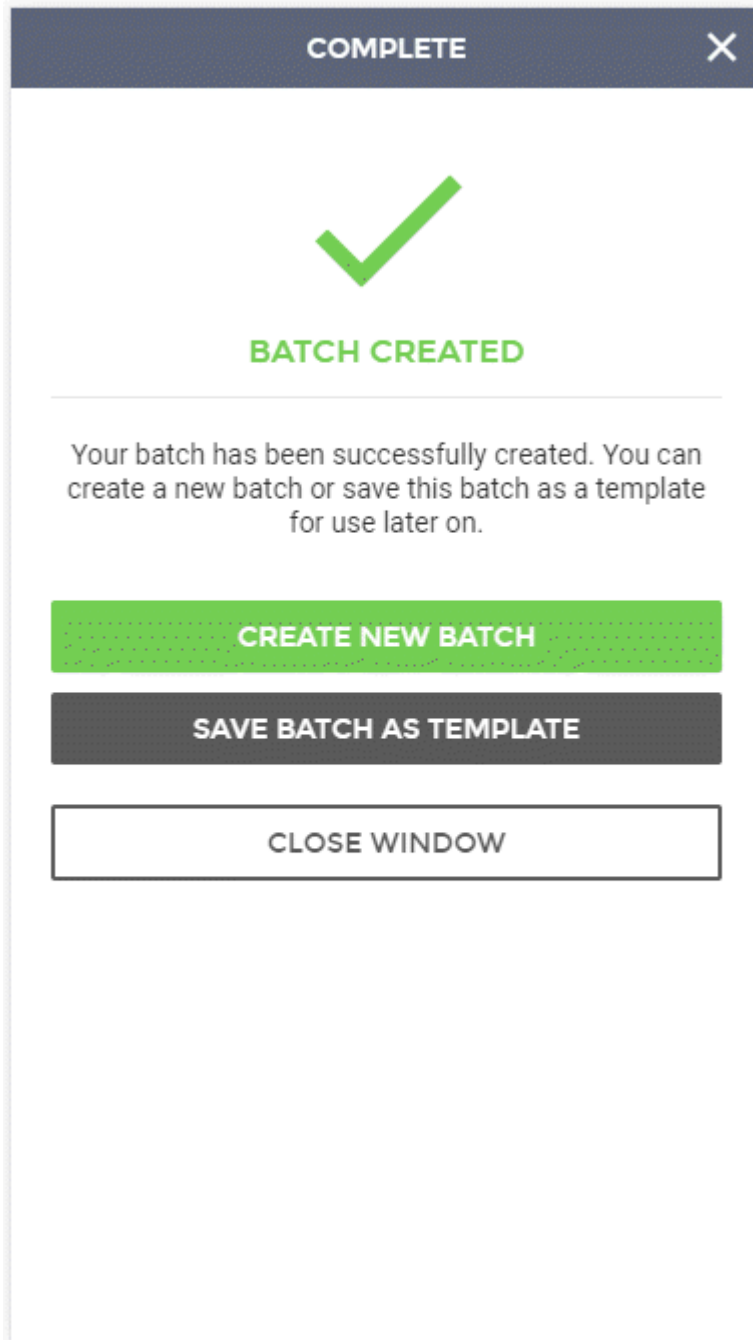
**HOLIDAY** After

**APPROVE AND SUBMIT**

REVIEW BATCH	
COMPANY NAME	VAN R US
DISCRETIONARY DATA	TEST
ENTRY CLASS	Internet-Initiated Entry (WEB)
RECIPIENTS ^	
PARTICIPANT	MILLER JONES / <b>\$36.96</b>
DETAIL RECORD	TEST JONES / <b>\$25.00</b>
PARTICIPANT	JACKSON / <b>\$100.00</b>
SCHEDULING ^	
SCHEDULE TYPE	Recurring
EFFECTIVE DATE	11/9/18
OCCURRENCE	Monthly
END DATE	5/31/19
HOLIDAY	After
TOTALS ^	
CREDITS (2)	\$125.00
DEBITS (1)	\$36.96
<b>APPROVE AND SUBMIT</b>	

ACH

Upon finishing the process, you will see a success message, letting you know that the ACH batch was created properly.



---

**Note:** In the new user interface, ACH batches are saved as they are being created. If for some reason your session ends abruptly, or you decide to leave your device and your session times out, you can rest assured that the batch will be in a "Saved for Later" status on the ACH batch approval screen and on the

Overview on the landing page of digital banking. In addition, at any point you would like to save a batch for later, you can click on the 3 dots in the top right portion of the ACH screen and select "Save for Later". Saving an ACH batch this way, will ensure that the batch information is saved, but is not submitted to an approver or to the bank until you are ready to do so.

---

**SCHEDULE BATCH**

Is this a One-Time or Recurring? **Save Batch for Later**

SCHEDULE TYPE  
Recurring **Save as Template**

When should it occur? **Submit**

EFFECTIVE DATE  
11/9/18 **Cancel Batch Creation**

How often should it occur?

OCCURRENCE  
Monthly →


END DATE  
5/31/19 →

**After Holiday** ✓  
Payments that fall on a holiday or weekend will be paid the next available business day

**REVIEW BATCH** →





SAVED BATCHES      HISTORY      TAX PAYMENTS

All items →

Updated: Nov 07, 2018 11:39:40 AM 

<b>APPROVED</b> TEST Effective: 11/09/2018	\$125.00 \$36.96	:
<b>UNAPPROVED</b> TEST BATCH Effective: 11/08/2018	\$109.65 \$10.00	:
<b>APPROVED</b> NEW AMOUNT ONLY Effective: 11/07/2018	\$0.00 \$15.00	:
<b>APPROVED</b> TEST Effective: 11/07/2018	\$10.00 \$30.00	:
<b>SAVED FOR LATER</b> QA AMOUNT ONLY	\$0.00 \$0.00	:

**APPROVE ALL**

 Menu       Transfers       Locations       Profile