

ACH Batch

This guide is designed to assist users with setting up ACH Batch payments.

Questions beyond this information should be directed to the Customer Care Center (CCC) at 501-319-6138.

Navigating to the Payments Hub

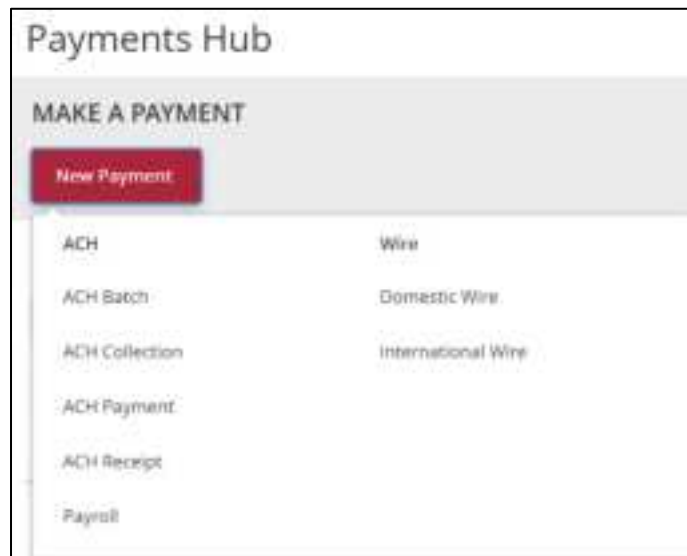
1. From the Home page, select **Payments and Transfers**.



2. Select **Payments**.



The **Payments Hub** displays

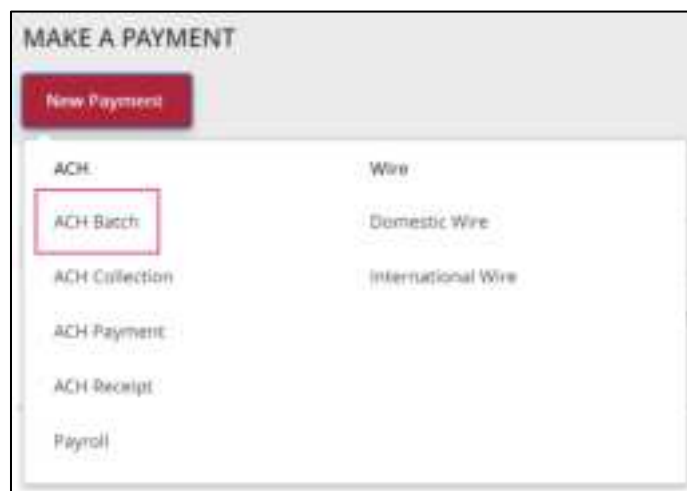


3. Read the pop-up reminder and select **Okay, got it!**



Setting up a New ACH Batch Payment

1. Click **New Payment** and select **ACH Batch**.



The ACH Batch page displays.

The screenshot shows the 'ACH Batch' page with a 'Change Type' link in the top right. The 'Origination Details' section includes a 'SEC Code' dropdown menu, an 'Effective Date' field, and search fields for 'From Originator' and 'Accounts'. The 'Recipients (0)' section has a '+ Add multiple recipients' link and a search field. The 'Recipient Account (0)' section has a search field and a '+ Add another recipient' link. At the bottom, there is a 'Batch ID' field and buttons for 'Cancel', 'Batch', and 'Approve'.

2. Select the SEC code from the **SEC Code** drop-down menu.

NOTE: All ACH transactions require you to enter an SEC code except for Payroll.

This close-up shows the 'Origination Details' section with the 'SEC Code' dropdown menu. The dropdown is currently set to '---Select a SEC Code---' and has a question mark icon to its right.

3. You can also hover over the question mark to reveal the acceptable SEC Code types.

This close-up shows the 'Origination Details' section with the 'SEC Code' dropdown menu. A tooltip is displayed over the question mark icon, listing the acceptable SEC Code types: 'Standard Entry Class Code (SEC Code) identifies a specific payment application.', '• PPD – Business to consumer (payroll, premium or rent drafts)', '• CCD – Business to business (vendor payments, cash concentration)', '• WEB – Transactions originated through a website', and '• TEL – Transactions originated through the phone'. The dropdown menu is currently set to '---Select a SEC Code---'.

4. Select the **Originator** from the cross-down menu.

Origination Details

From Originator

ABC Marketing Incorporated
*****9456

5. Select the **Account** from the list that populates in the search field

Account

Tina	\$102.39
521	
John, Michael, Michael	
123	
Michael, John, Michael	
123	
Michael	
123	
John, Michael, Michael	
123	

Showing 5 of 6 items.

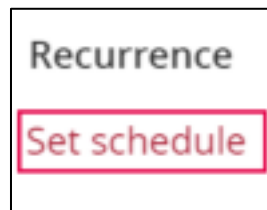
6. Select the **Effective Date** from the calendar.

Effective Date(s)

< June > < 2024 >

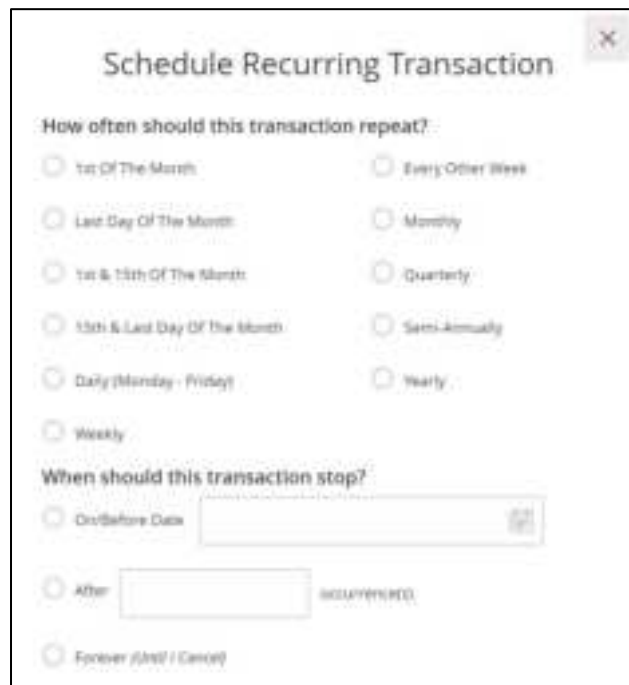
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7. If the payment is recurring, select **Set Schedule**.



A dialog box titled "Recurrence" with a button labeled "Set schedule" highlighted by a red rectangular border.

8. Complete the appropriate fields if **Set schedule** was selected.



A dialog box titled "Schedule Recurring Transaction" with a close button (X) in the top right corner. It contains two sections: "How often should this transaction repeat?" and "When should this transaction stop?". The first section has radio buttons for: 1st Of The Month, Every Other Week, Last Day Of The Month, Monthly, 1st & 15th Of The Month, Quarterly, 15th & Last Day Of The Month, Semi-Annually, Daily (Monday - Friday), Yearly, Weekly. The second section has radio buttons for: On/Before Date (with a date input field), After (with a date input field and "occurrences" label), and Forever (until I Cancel).

9. Select **Set Recurring Transaction**.

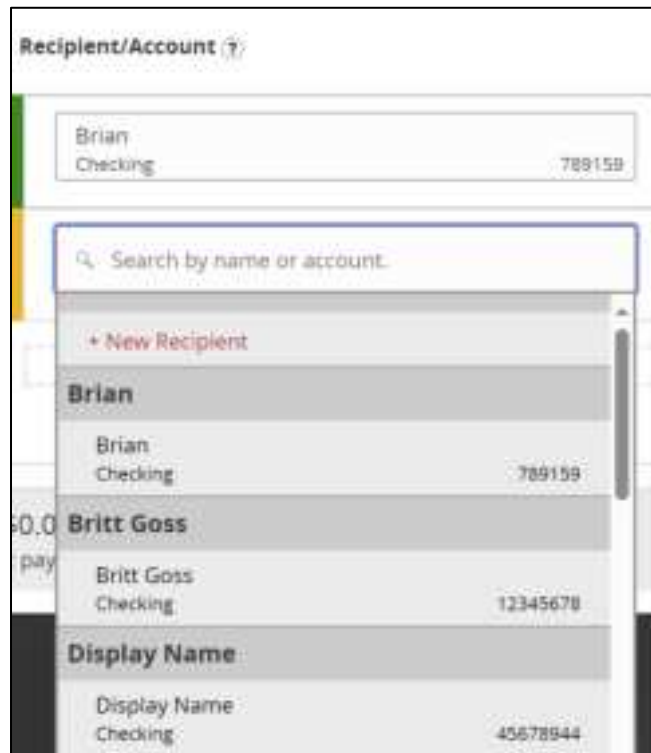


A dialog box titled "When should this transaction stop?" with three radio button options: "On/Before Date" (with a date input field), "After" (with a date input field and "occurrences" label), and "Forever (until I Cancel)". At the bottom, there are two buttons: "Cancel" and "Set Recurring Transaction". A red arrow points down to the "Set Recurring Transaction" button.

Adding Recipients

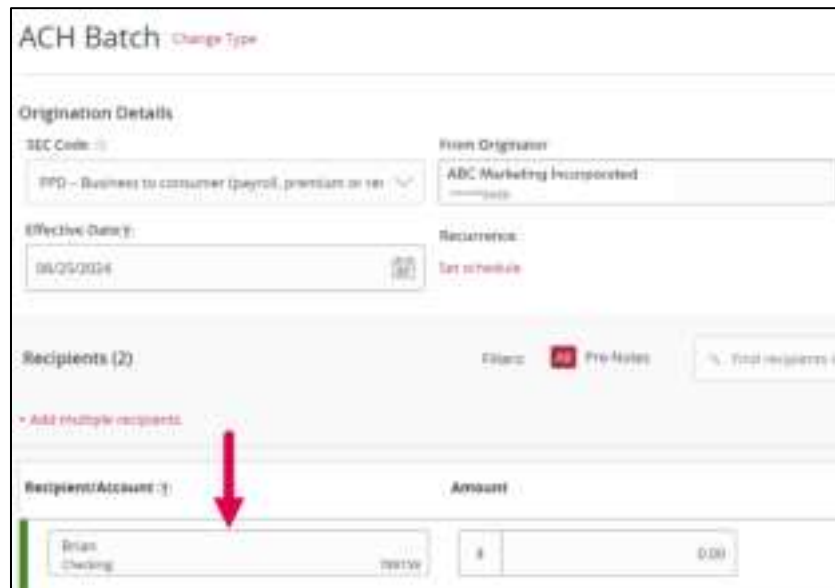
1. Select the **Recipient/Account**.

NOTE: For more information on adding multiple recipients, please see [Adding Multiple Recipients](#).



The screenshot shows a dropdown menu for selecting a recipient or account. The menu is titled "Recipient/Account (7)". It contains a search bar with the placeholder text "Search by name or account." Below the search bar, there are three visible entries: "Brian" with account "789159", "Britt Goss" with account "12345678", and "Display Name" with account "45678944". A red arrow points to the "Brian" entry.

The recipient is added.



The screenshot shows the "ACH Batch" form. The "Origination Details" section includes fields for "SEC Code" (set to "PPD - Business to consumer (payroll, premium or re...)", "From Originator" (set to "ABC Marketing Incorporated"), "Effective Date" (set to "08/25/2024"), and "Recurrence" (set to "Set schedule"). The "Recipients (2)" section shows a list of recipients. A red arrow points to the "Brian" entry in the list. The "Amount" field is set to "0.00".

2. If the recipient is not already in the system, select **New Recipient**.

Recipient/Account ⓘ

Brian
Checking 789159

Search by name or account.

+ New Recipient

Brian
Brian
Checking 789159

3. Complete the required fields.

Recipient details

Display Name * Email Address * ☐ Send text message notifications for incoming payments

Accounts (1)

Account	Payment Type	Financial Institution ID	Routing Number
Checking - New	ACH Only		0000

Account Type * Account #

Checking Financial Institution ID ACH Routing Number *

☐ Send text message notifications

X ✓

4. Enter the dollar amount.

Recipient/Account ⓘ Amount

✓ This payment is valid.

Brian
Checking 789159

\$ 0.50

✓ Notify Recipient Show Details

Addendum (optional)

5. Check **Notify Recipient** if you wish to notify the recipient.

Recipient/Account (F) Amount

✓ This payment is valid.

Brian Savings 123456 \$ 1.00

☐ Notify Recipient Show Details

Addendum (optional)

Adding Multiple Recipients

1. Select **Add multiple recipients**.

Recipients (1) Filter: All Pre-Notes % Find recy

+ Add multiple recipients

Recipient/Account (F) Amount

% Search by name or account \$ 0.00

+ Add another recipient

2. Select the recipients from the menu and click **Add**.

SELECT MULTIPLE RECIPIENT ACCOUNTS

%

Select All | Clear All

☐ Brian Checking 789123	☐ Higgley Jones Checking 456123	☐ Roman Jones Checking 123789
☐ Brian Savings 123456	☐ Jasper Jones Checking 567890	☐ David Savings 123456

Cancel Add (5)

3. Enter the dollar amount.

Recipient/Account	Amount
Brian Checking 789139	\$ 0.00
Brian Savings 123456	\$ 0.00

4. Check **Notify Recipient** if you wish to notify the recipient.

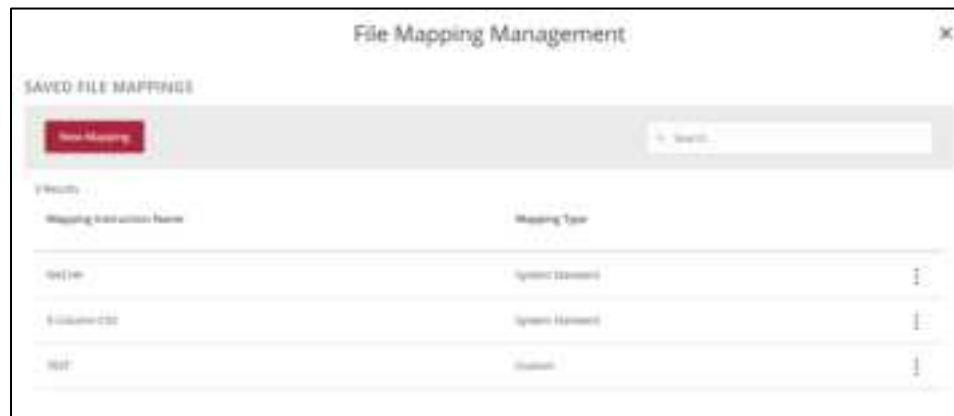
Recipient/Account	Amount
Brian Checking 789139	\$ 2.00
✔ This payment is valid.	
Brian Savings 123456	\$ 1.00
☐ Notify Recipient	Show Details
Addendum (optional)	

Uploading a List of Recipients

1. To upload a list of recipients, select **Upload From File**.

 Upload From File	
Account	
INTEREST PLUS CHECKING 70915	\$110,719.28

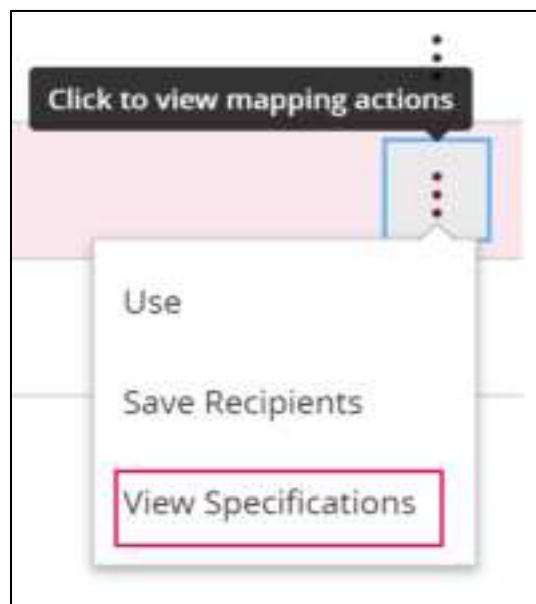
The **File Mapping Management** page displays
Compatible file types include NACHA and CSV.



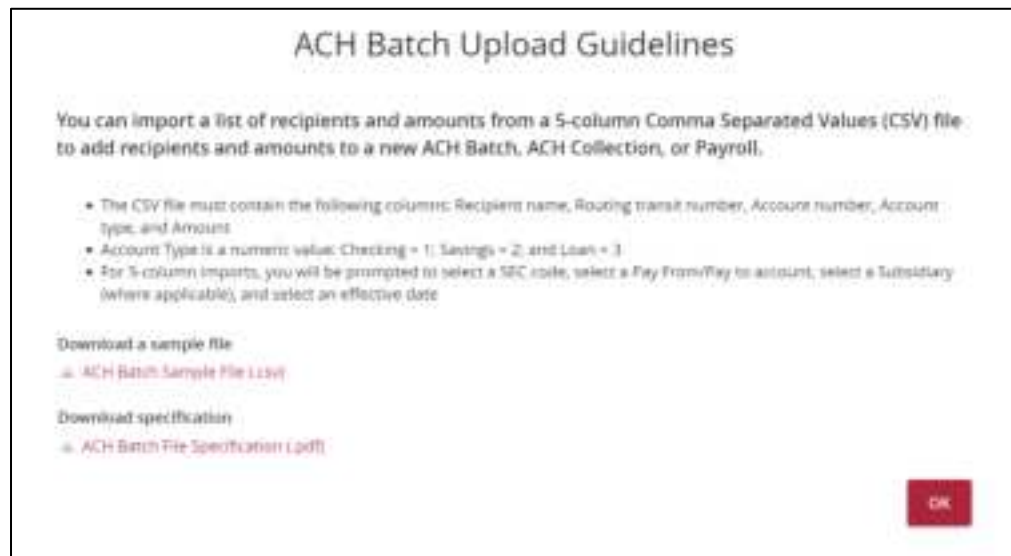
The screenshot shows the 'File Mapping Management' interface. At the top, there's a title bar with a close button. Below it, a section titled 'SAVED FILE MAPPINGS' contains a 'New Mapping' button and a search bar. A table below lists the mappings with columns for 'Mapping Name' and 'Mapping Type'. The table has three rows: 'NACHA', 'NACHA CSV', and 'CSV'. Each row has a vertical ellipsis icon on the right side.

Mapping Name	Mapping Type
NACHA	NACHA Standard
NACHA CSV	NACHA Standard
CSV	CSV

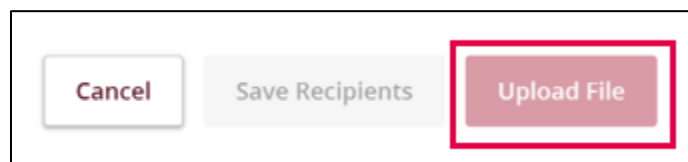
2. Select the ellipsis icon to view specifications for the file type



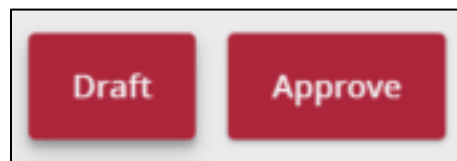
The **Upload Guidelines** displays



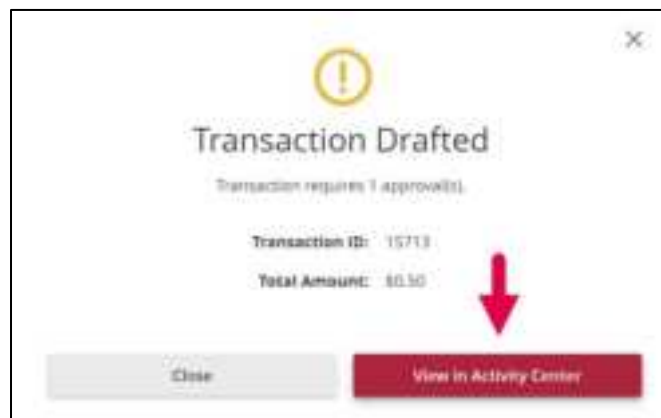
3. Upload the ACH Batch file and select **Upload File**.



4. Select **Draft** or **Approve** to continue. In this example, we selected **Draft**.

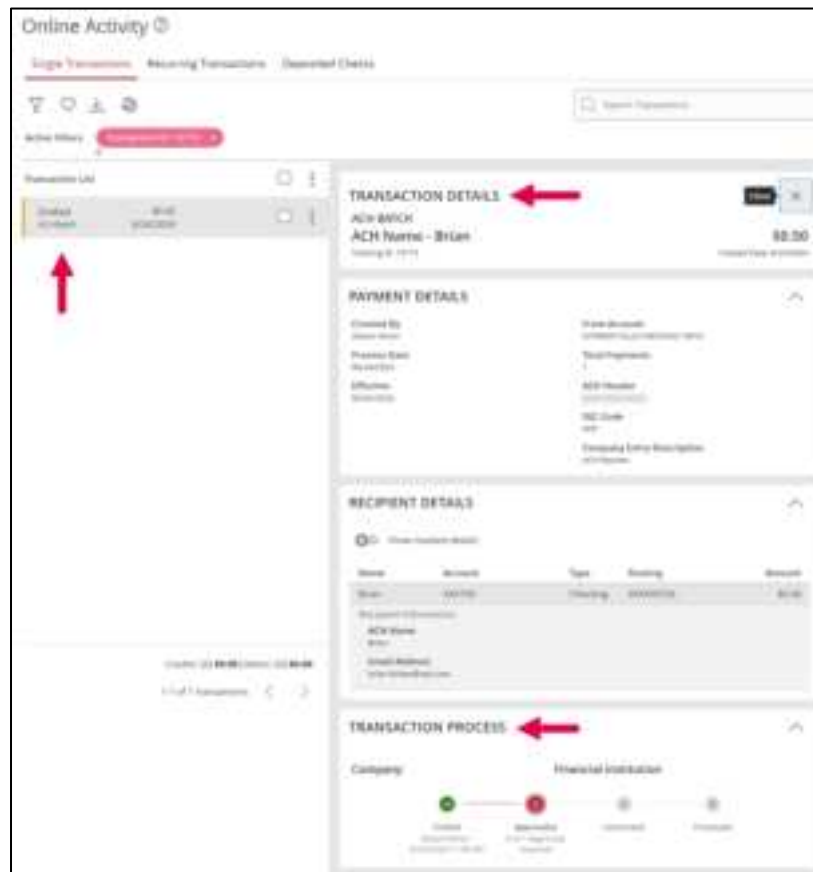


A notification window displays.



5. Select **View in Activity Center**.

A list of transactions and details display as well as the transaction process.



Accessing Approvals from the Home Page

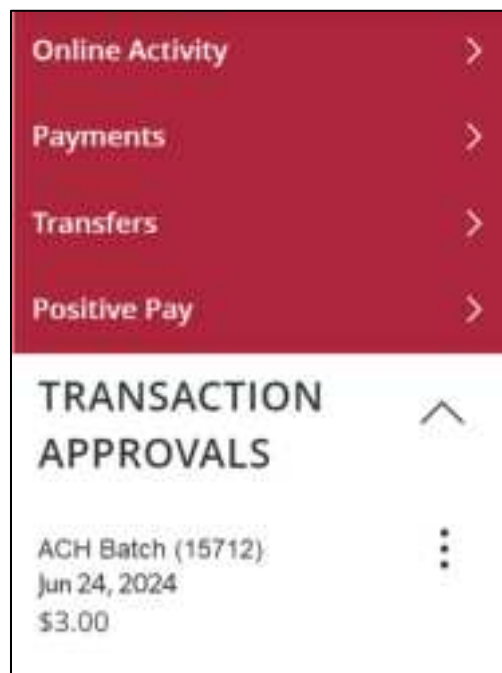
A team member with approval permissions can access their approvals from the home page.

1. Select **Home** to go back to the Home page.

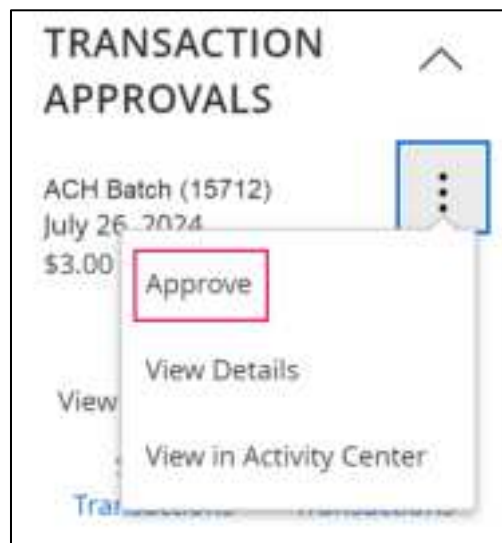
The Home page displays.



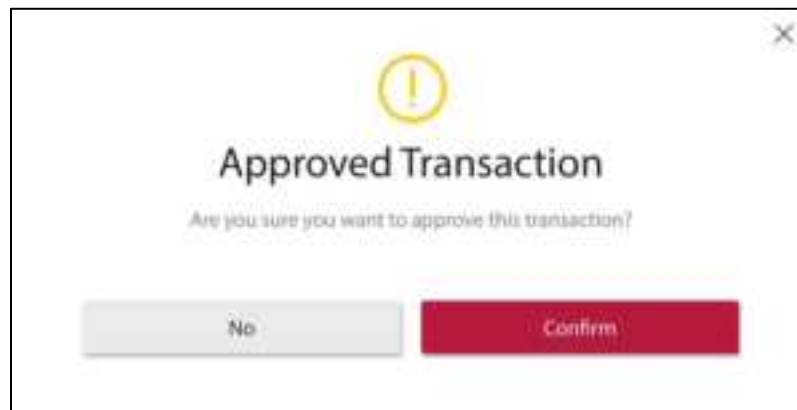
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



3. Select the ellipsis  icon and select **Approve**.



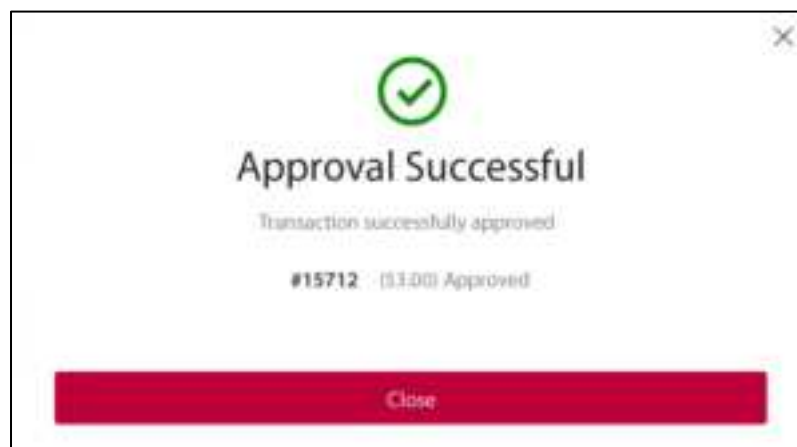
4. Select **Confirm**.



5. Enter your **Secure Access Token** and click **Verify**.



The approval is successful.



6 Select **Close**.

The transaction details are available for review.

The screenshot displays the 'Online Activity' interface. At the top, there are tabs for 'Single Transactions', 'Recurring Transactions', and 'Deposited Checks'. Below these are icons for filters and a search bar labeled 'Search Transactions'. A red pill-shaped filter indicates 'Transactions (0 of 1000)'. On the left, a 'Transaction List' shows a single entry: 'Credit' for '\$0.50' on '6/16/2024'. The right side of the screen is a detailed view of this transaction, including 'TRANSACTION DETAILS' (ACH BATCH, ACH Name - Brian, Amount \$0.50), 'PAYMENT DETAILS' (Created By, From Account, Total Payments, ACH Header, MIC Code, Company Entry Description), 'RECIPIENT DETAILS' (Name, Account, Type, Routing, Amount, Recipient Information, ACH Name, Email Address), and 'TRANSACTION PROCESS' (Company, Financial Institution, and a four-step timeline: Drafted, Approved, Submitted, Processed).

Online Activity

Single Transactions | Recurring Transactions | Deposited Checks

Search Transactions

Active Filters: Transactions (0 of 1000)

Transaction List

Transaction	Amount	Date
Credit	\$0.50	6/16/2024

Credits (1) \$0.00 | Debits (1) \$0.00
1 of 1 Transactions

TRANSACTION DETAILS

ACH BATCH
ACH Name - Brian
Amount \$0.50
Transaction ID: 12345

PAYMENT DETAILS

Created By: Admin User
From Account: 12345678901234567890
Total Payments: 1
ACH Header: 00000000000000000000
MIC Code: 100
Company Entry Description: 00000000000000000000

RECIPIENT DETAILS

Show/Hide Details

Name	Account	Type	Routing	Amount
Brian	00000000000000000000	Checking	00000000000000000000	\$0.50

Recipient Information
ACH Name: Brian
Email Address: brian.achname@bank.com

TRANSACTION PROCESS

Company | Financial Institution

Timeline: Drafted (6/16/2024 12:34:56) → Approved (6/16/2024 12:34:56) → Submitted (6/16/2024 12:34:56) → Processed (6/16/2024)