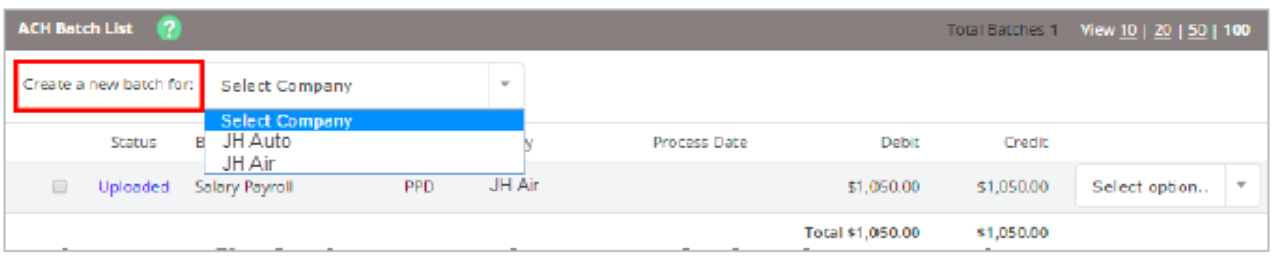
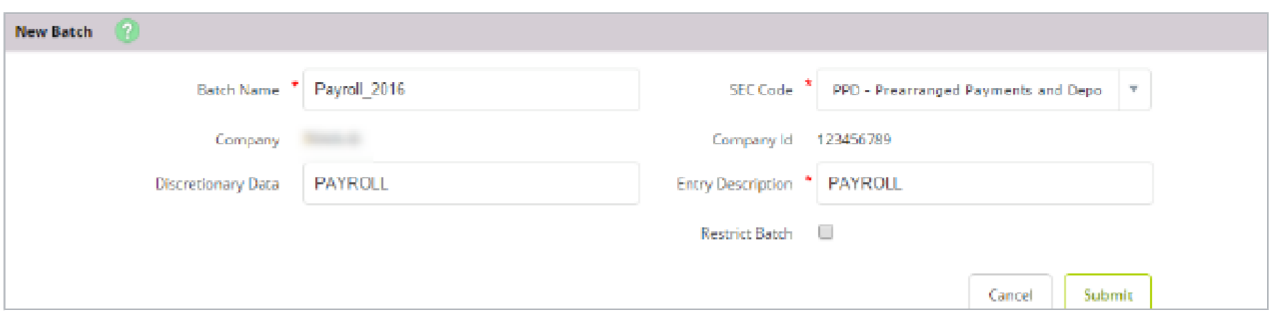
Creating an ACH Batch Manually

1. Go to Cash Management > ACH.
2. Select the desired company for Create a New Batch For.



3. Complete the following fields.



Batch Name

Enter the ACH batch name. This value distinguishes the batch for the user's benefit when viewing batches on the *ACH Batch List* screen.

SEC Code

Select the ACH SEC code associated with the ACH batch. Choose "PPD – Prearranged Payments and Deposits".

Company

The ACH company for which the ACH batch is being created. This value prefills.

Company ID

This value should prefill.

Discretionary Data

Enter the purpose of the ACH batch for the Cash Management user's and the financial institution's benefit.

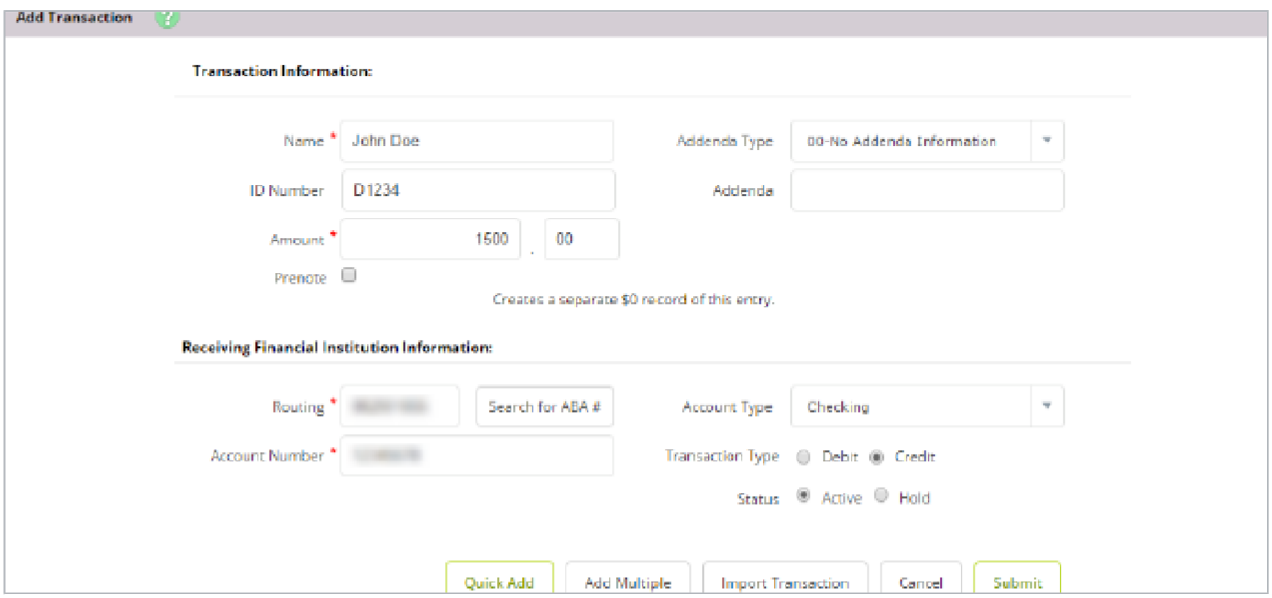
Entry Description

Enter the purpose of the ACH batch, which appears to the recipient.

Restrict Batch

Select this check box to prevent Cash Management users without restricted batch access from viewing/working with the batch.

4. Select Submit.
5. Add a record, as necessary.



Name

Enter the recipient of the transaction.

Addenda Type

Select the type for the additional information to be transmitted with this record.

Select no addenda.

ID Number

Enter the recipient identification (e.g., employee number).

Addenda

Enter the additional information to be transmitted with this record.

Skip this field.

Amount

Enter the dollar amount of the transaction.

Prenote

Select this check box to create a separate batch that contains a zero dollar, or test, transaction to verify the recipient's account information is correct.

Routing

Enter the receiving financial institution's routing number. A search option is also available.

Account Type

Select the type of receiving account.

Account Number

Enter the recipient's account number.

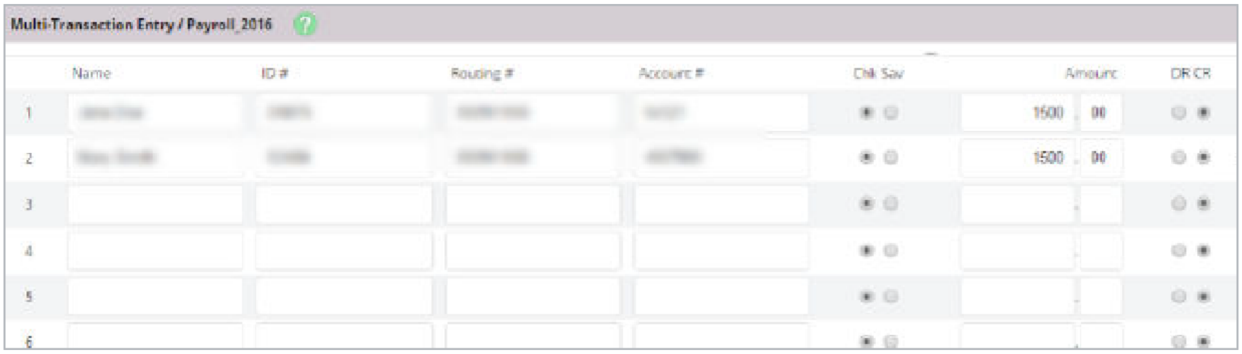
Transaction Type

Select whether the transaction is a Debit or Credit.

Status

- Select Hold to prevent the transaction from being included within the batch totals. Holding this transaction allows you to initiate the batch without including the transaction, if needed.
- Select Active to include the transaction in the batch.

6. Choose one of the following options:
   - Select Quick Add to save this record and enter a new record.
   - Select Add Multiple to add up to 15 records to the batch. When in this view, select Quick Add to save your entered records and continue to add more.



◦ Select Submit.

> NOTE
> If dual control is enabled, you cannot initiate an ACH batch you have created, except when another user has since edited the batch. Only after the edit occurs can you initiate the created batch.

You have successfully created an ACH batch.

Proceed to initiate like normal, but see the note above on Dual Control. If Dual Control is enforced, you cannot create and initiate a batch yourself.