

Creating an ACH Batch Templates

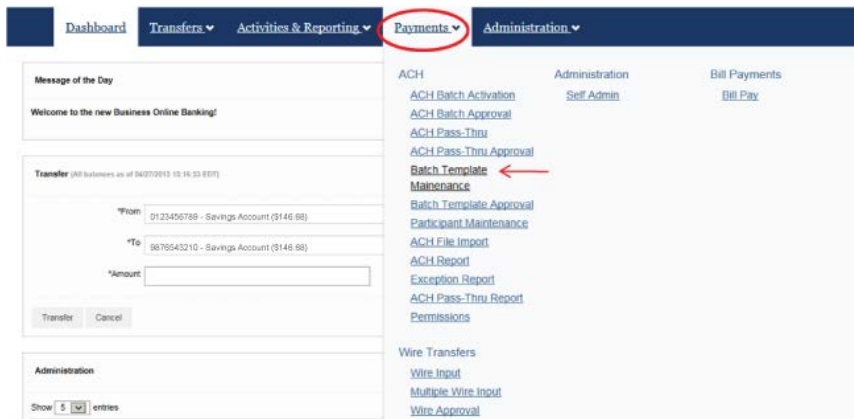
Only Company Administrators and Users with ACH permissions will be able to create an ACH Batch Template in Business Online Banking. Company Administrators must permission any additional Users to have access to the ACH Company before the User is able to create an ACH Batch.

Instructions for how to create a new ACH Batch in Business Online Banking are outlined below. After Batch Templates have been created, Users can activate templates on an ongoing basis and change information as needed.

Creating an ACH Batch:

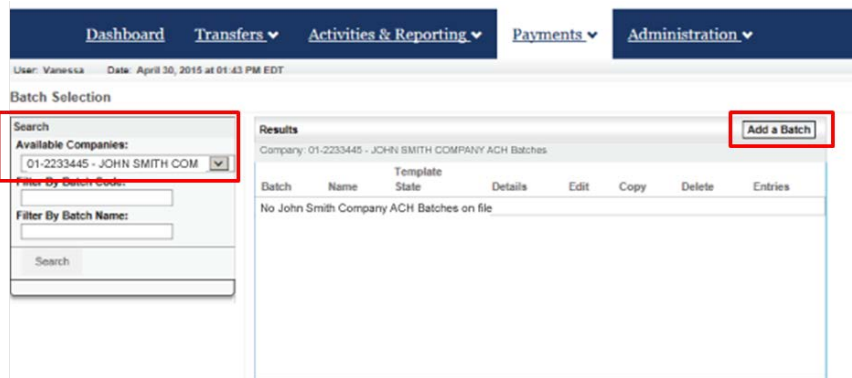
Step 1:

From the Dashboard, click the **Payments** tab and select **Batch Template Maintenance** from the dropdown menu.



Step 2:

From the **Batch Selection** screen, select an ACH company from the **Available Companies** dropdown menu on the left side of the screen and click **Add a Batch** to continue.



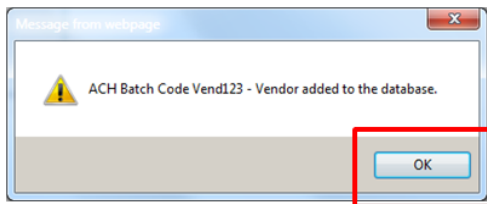
Step 3:

On the **Add a Batch** screen, enter the details of the batch template. If you want to create a prenote for this batch, you will need to check the **Create Prenote** box before proceeding. Once complete, click **Add Batch**.

Note: If approval is required, the batch will be in an “Approval Required” status and will need to be approved before it’s able to be used.

Step 4:

Once the **Add Batch** button is clicked, a confirmation box will appear. Click **OK** to complete the Batch Template creation process.



To add a Participant, continue to Step 5.

Step 5:

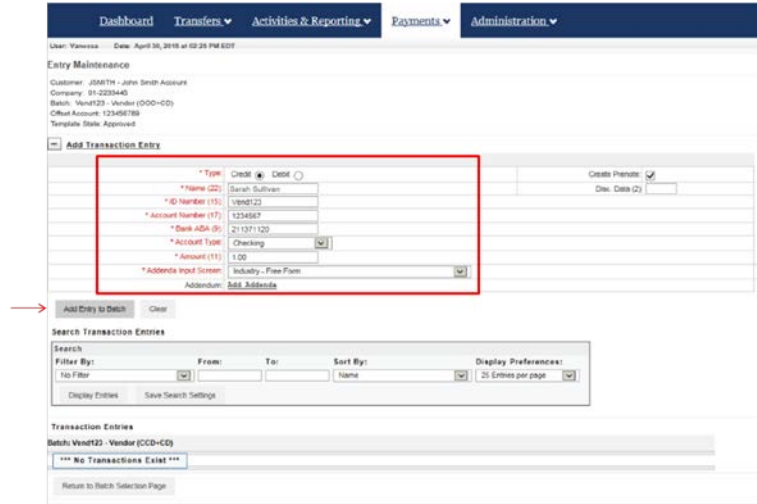
Back on the **Batch Selection** screen, click the **Entries** icon next to the Batch you want to add Participants to.

Note: Entries = Participants

Step 6:

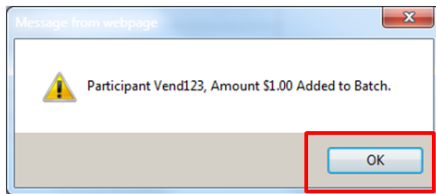
From the **Entry Maintenance** screen, enter the required Participant information and click **Add Entry to Batch** when complete.

Note: If you want to add a description to the entry, click **Add Addenda** next to the **Addendum** field before proceeding.



Step 7:

Once the **Add Entry to Batch** button is clicked, a confirmation box will appear. Click **OK**.



Step 8:

Click the Update Batch button at the bottom of the screen to complete the process.

