

## **ACH User Guide**

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## Creating an ACH Batch: NACHA Upload

If you have software that can create a NACHA file formatted ACH batch for you, you can upload the batch into Internet Banking.

1. Go to **Cash Manager > ACH > Upload.**

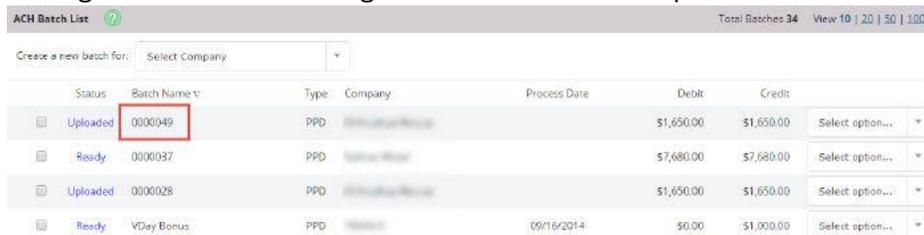


2. Search for the file.
3. Select **Upload.**

The uploaded file status appears. Once in an Uploaded status, the batch appears on the *Batch Listing* screen.

4. Go to the **Batch Listing** screen.

A generic batch name is generated based on a sequence number.



Status	Batch Name	Type	Company	Process Date	Debit	Credit	
Uploaded	0000049	PPD	CR Payroll.ach		\$1,650.00	\$1,650.00	Select option...
Ready	0000037	PPD	CR Payroll.ach		\$7,680.00	\$7,680.00	Select option...
Uploaded	0000028	PPD	CR Payroll.ach		\$1,650.00	\$1,650.00	Select option...
Ready	VDay Bonus	PPD	CR Payroll.ach	09/16/2014	\$0.00	\$1,000.00	Select option...

5. From the **Select Option** drop-down menu, select *Edit* to customize the uploaded batch name.

You have successfully created an ACH batch by uploading a NACHA file.

## **Creating an ACH Batch: Manually**

You can manually enter batch information into Online Banking by creating a batch header and then adding necessary transactions.

1. Go to **Cash Manager > ACH**.
2. Select the desired company from the **Create a New Batch For** drop-down list.
3. Complete the batch header information fields, and then select **Submit**.



The screenshot shows a 'New Batch' form with the following fields and values:

Field	Value
Batch Name	HrlyPyr2016
SEC Code	PPD - Prearranged Payments and Deposits
Company	Trainer Co.
Company Id	7151515151
Discretionary Data	PAYROLL
Entry Description	PAYROLL
Restrict Batch	<input type="checkbox"/>

### **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 type of batch you are creating. PPD = Consumer accounts only and CCD = Business accounts only

### **Company**

The ACH company for which the ACH batch is being created. This value prefills based on the associated value indicated in the core.

### **Company ID**

Enter the identification number for the ACH company, which is usually a tax ID.

### **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. Complete the transaction information fields.

**Add Transaction**

**Transaction Information:**

Name *	<input type="text" value="John Doe"/>	Addenda Type	<input type="text" value="00-No Addenda Information"/>
ID Number	<input type="text" value="D1234"/>	Addenda	<input type="text"/>
Amount *	<input type="text" value="1500"/> . <input type="text" value="00"/>		
Prenote <input type="checkbox"/>	Creates a separate \$0 record of this entry.		

**Receiving Financial Institution Information:**

Routing *	<input type="text" value="0178"/>	<input type="button" value="Search for ABA #"/>	Account Type	<input type="text" value="Checking"/>
Account Number *	<input type="text" value="12345678"/>	Transaction Type	<input type="radio"/> Debit <input checked="" type="radio"/> Credit	
		Status	<input checked="" type="radio"/> Active <input type="radio"/> Hold	

**Name** - Enter the recipient of the transaction.

**ID Number** - Enter the recipient identification (e.g., employee number).

**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.

**Addenda Type** - Select the type for the additional information to be transmitted with this record.

**Addenda** - Enter the additional information to be transmitted with this record.

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

**Account Number** - Enter the recipient's account number.

**Account Type** - Select the type of receiving account.

**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.

#### 5. Select one of the following:

● Select **Quick Add** to save this record and enter a new record.

● Select **Add Multiple** to add up to 15 records to the batch. Complete the fields on this screen, and then select **Quick Add** to save your entered records and continue to add more.

Multi-Transaction Entry / addenda ?

Prenote  Creates a separate \$0 record for each entry

	Name	ID #	Routing #	Account #	Chk Sav	Amount	DR CR
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> . <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda <input type="text"/>						

## **Initiating a Batch**

1. Go to **Cash Manager > ACH > Batch List**.
2. Choose a situation and follow the corresponding steps.

### **Situation #1- Initiating a One-Time Batch**

1. Locate and select the desired batch.
2. Select *Initiate* from the **Select Option** drop-down list.
3. Complete the **Select Effective Date** and **Select Offset Account** fields.
4. Select **Initiate**.

### **Situation #2 – Initiating Multiple One-Time Batches**

1. Locate and select the desired batches.  
**NOTE:** Use the check box to the left of the batch names to select multiple batches.
2. Select **Initiate Selected**.
3. Complete the **Select Effective Date** and **Select Offset Account** fields for each batch.  
**NOTE:** You can set the same effective date and offset account for all the selected batches.
5. Select **Initiate**.

## **Initiating Same Day ACH Batches**

1. Locate and select the desired batches.  
**NOTE:** Use the check box to the left of the batch names to select multiple batches.
2. Select **Initiate Selected**.
3. Select *Same Day ACH* in the **Select Effective Date** drop-down menu.
4. Complete the **Select Offset Account** fields for each batch, if applicable.
5. Select **Initiate**.
6. Select **OK** on the *Same Day ACH Confirmation* dialog box.  
*Note: Additional per item fees may apply for sending same day ACH transactions.*

## **Initiating a Recurring Batch**

1. Locate and select the desired batch.
2. Select **Initiate**.
3. Complete the necessary fields.  
**NOTE:** Additional fields may appear depending on the **Frequency** selection.
4. Select **Initiate**.

## One-Time Batch

Initiate Batch ? Total Transactions 4 View 10 | 20 | 50 | 100 | All | Search

Category Name test1      Category PPD  
 Company JHA Air      Company Id JHAAIR  
 Discretionary Data test      Entry Description PerfTest2

Name	ID Number Δ	Account	Routing	Amount	CR/DR	Held
Jane D	000	0000000000	991234567	\$1,000.00	CR	
John Doe	D1	0000000000	991234567	\$1,500.00	CR	
Jane Doe	0000	0000000000	991234567	\$1,700.00	CR	
John D	D11	123456789	991234567	\$1,200.00	CR	
				Total Debits: \$0.00	Total Credits: \$5,400.00	

Select Effective Date: Thursday, May 26, 2016    
 Select Offset Account: CK 1102    
 Reset amounts to \$0.00 after processing batch:

## Multiple One-Time Batches

ACH Batch List ? Total Batches 3 View 10 | 20 | 50 | 100

Create a new batch for:

Status	Batch Name Δ	Type	Company	Process Date	Debit	Credit	
<input checked="" type="checkbox"/>	Ready HrlyPyr12016	PPD	Trainer Co.		\$0.00	\$5,400.00	Select option... <input type="button" value="v"/>
<input type="checkbox"/>	Ready January Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00	Select option... <input type="button" value="v"/>
<input checked="" type="checkbox"/>	Ready Payroll_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$4,500.00	Select option... <input type="button" value="v"/>
					Total \$1,650.00	\$11,550.00	

## Multiple One-Time Batches – Quick Initiate

Quick Initiate ?

Apply Effective Date to all Batch records?

Batch	Type	CompanyName	Reset Records*	Debit	Credit	Effective Date	Offset Account
HrlyPyr12016	PPD	JHA Air	<input type="checkbox"/>	\$0.00	\$5,400.00	Thursday, May 26, 2016 <input type="button" value="v"/>	CK 11 <input type="button" value="Q"/>
Payroll_2016	PPD	JHA Auto	<input type="checkbox"/>	\$0.00	\$4,500.00	Monday, June 6, 2016 <input type="button" value="v"/>	CK 1102 <input type="button" value="Q"/>
* Reset amounts to \$0.00 after processing batch				Total \$0.00	\$9,900.00		

## Recurring Batch

Initiate Batch Total Transactions 4 View 10 | 20 | 50 | 100 | All | Search

Category Name test11      Category PPD  
 Company JHA Air      Company Id JHAAIR  
 Discretionary Data test      Entry Description Perfest2

Name	ID Number Δ	Account	Routing	Amount	CR/DR	Held
Jane D	000	0000000000	991234567	\$1,750.00	CR	
John Doe	D1	0000000000	991234567	\$1,500.00	CR	
Jane Doe	0000	0000000000	991234567	\$1,500.00	CR	
Mary S	D11	123456789	991234567	\$1,500.00	CR	

Total Debits: \$0.00    Total Credits: \$6,250.00

Select Effective Date:

Frequency:

Month Day:   Initiate on last processing day of the month.

Start Date:

Expiration Date:    This payment has no expiration date.

Select Offset Account:

Reset amounts to \$0.00 after processing batch:

## Batch Approval – Dual Control

The Full ACH Control entitlement determines if dual control is required when creating and initiating a batch. If you have the Full ACH Control entitlement, then you can initiate batches that you create. Otherwise, a second cash user must initiate the batches you create. To send a batch for approval, select the **This Batch is Ready for Approval** check box from the *Edit* or *Quick Edit* screen.

*Note: The user's permissions will need to be set-up for dual control access. REMOVE Full ACH Control to enable dual control.*

Edit Batch Total Transactions 5 View 10 | 20 | 50 | 100 | All | Search

Batch Name \*       SEC Code PPD  
 Company      Company Id \*   
 Discretionary Data       Entry Description \*   
 Restrict Batch

Name	ID Number Δ	Account	Routing	Amount	CR/DR	Held		
John Doe	0000000	0000000000	9912-3456-7	\$25.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
John Doe	0000000	0000000000	9912-3456-7	\$25.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
John Doe	0000000	0000000000	9912-3456-7	\$25.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
John Doe	0000000	0000000000	9912-3456-7	\$25.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
John Doe	0000000	0000000000	9912-3456-7	\$100.00	DR		<a href="#">Edit</a>	<a href="#">Delete</a>

Total Debits \$100.00    Total Credits \$100.00

This batch is ready for approval

Quick Edit ? Total Transactions 5 View 10 | 20 | 50 | Search

Batch Name Jen SEC Code PPD  
 Company Company Id 0000  
 Discretionary Data ACH PAYROLL Entry Description ACH  
 Restrict Batch

Name	ID Number <span style="font-size: small;">▲</span>	Amount	Account	Routing	DR CR	Held <input type="checkbox"/>	Prenote	
John Doe	0000000	25.00	0000000000	9912-3456-7	● ●	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>
John Doe	0000000	25.00	0000000000	9912-3456-7	● ●	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>
John Doe	0000000	25.00	0000000000	9912-3456-7	● ●	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>
John Doe	0000000	25.00	0000000000	9912-3456-7	● ●	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>
John Doe	0000000	100.00	0000000000	9912-3456-7	● ●	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Show Addenda</a>

Total Debits \$100.00 Total Credits \$100.00

This batch is ready for approval

[Show All Addenda](#) [Save](#) [Return](#)

Batches waiting for approval appear on the *Batch List* page with a yellow highlight and an *Approval Pending* status.

ACH Batch List ? Total Batches 76 View 10 | 20 | 50 | 100

Create a new batch for:

Status <span style="font-size: small;">▲</span>	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
Approval Pending	patrick	PPD	JHA Air		\$0.00	\$3.39	None		Select option... ▼
Approval Pending	dual control tst	PPD	JHA Air		\$0.00	\$5.55	None		Select option... ▼
Initiated	corporate	CTX	JHA Air	04/14/2017	\$0.00	\$9.00	None		Select option... ▼

Once a batch is in the *Approval Pending* status, the system sends an alert to the users who have opted to receive the ACH Batch Pending Approval alert. A user with batch initiation capabilities are able to log on to Online banking and initiate the batch.

Thu 2/18/2016 9:26 AM  
**BANK**  
 Bank Email Alert Notification

To ■ John Doe

JHA Air  
 663 W. Highway 60  
 Monett, MO 65708-8251

The following ACH batch is pending approval:  
 Batch: JK3

For details, please log into your account.

[Click here to access](#) Bank account

NOTE: Some web browsers do not open a new window when the above link is clicked. If you find that a new window did not open, please check the other open browsers on your computer.

## Working with Prenote Transactions

Prenote transactions allow you to send a test transaction to verify that the recipient's account information is correct before sending a credit or debit transaction.

Go to **Online Banking > Cash Manager > ACH > Batch List**.

2. Locate and select the desired batch, and then select *Edit* from the **Select Option** drop-down list.

3. Select **Add Transaction**.

4. Complete the transaction information fields.

**TIP:** Recommended: Enter *0.01* into the Amount field because Online Banking does not allow zero dollar transactions.

5. Select the Prenote check box, and then select *Hold* for the Status field.

When *Hold* is selected, this transaction is not included in the batch if the batch is initiated.

**Transaction Information:**

Name: John Doe      Addenda Type: 00-No Addenda Information

ID Number: 00000000      Addenda:

Amount: 0.01

Prenote      Creates a separate \$0 record of this entry.

**Receiving Financial Institution Information:**

Routing: 9912-3456-7      Search for ABA #      Account Type: Checking

Account Number: 0000000000      Transaction Type: Debit  Credit

Status: Active  Hold

Quick Add    Add Multiple    Import Transaction    Cancel    Submit

6. Select **Submit**.

The transaction has been added to the batch but is not included in the batch totals.

7. Return to the *Batch List* screen.

A new batch appears beginning with PNT. This label indicates if the prenote batch was created by Online Banking. Initiate this batch to send the prenote transaction.

ACH Batch List      Total Batches 4    View 10 | 20 | 50 | 100

Create a new batch for: Select Company

Status	Batch Name	Type	Company	Process Date	Debit	Credit	
Ready	PNT-Payroll_2016	PPD	JHA Air		\$0.00	\$0.00	Select option...
Ready	Payroll_2016	PPD	JHA Air	03/01/2016	\$0.00	\$4,500.00	Select option...
Ready	January Payroll	PPD	JHA Air	09/16/2014	\$1,650.00	\$1,650.00	Select option...
Ready	HrlyPyr12016	PPD	JHA Air		\$0.00	\$5,400.00	Select option...
Total					\$1,650.00	\$11,550.00	

Select All      Delete Selected      Initiate Selected

8. Select *Quick Edit* from the Select Options drop-down list for the prenote batch.

9. Modify the dollar amount as needed, and then clear Held.

Quick Edit ? Total Transactions 2 View 10 | 20 | 50 | Search

Batch Name copy3      SEC Code PPD  
 Company JHA Air      Company Id  
 Discretionary Data ACH      Entry Description ACH  
 Restrict Batch

Name	ID Number <small>△</small>	Amount	Account	Routing	DR CR	Held <input type="checkbox"/>	Prenote <input type="checkbox"/>		
celeste	0000000	99999999 .00	0000000000	9912-3456-7	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Hide Addenda</a>	
	Addenda	<input type="text"/>							
offset	0000000	99999999 .00	0000000000	9912-3456-7	<input checked="" type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Hide Addenda</a>	
	Addenda	<input type="text"/>							
					Total Debits \$99,999,999.00		Total Credits \$99,999,999.00		

10. Select **Save**.

## Download, Copy, or Delete a Batch

There are several reasons why you may want to download, copy, or delete an ACH batch.

### Download a Batch

The download feature allows you to copy batch information into a PDF or a NACHA file.

Download the batch in PDF format to maintain a printed or electronic record of initiated batches.

Download Batch - Payroll\_2016 ?

Select a download format:

Select a field to sort by:

Select sorting order:  Ascending  Descending

---

**ACH Transaction List**

Company Name:  Batch: 0000012  
 Company Entry Description: PAYROLL Effective Date: 01/01/0001  
 Standard Entry Class Code: PPD

Seq	Customer	Account	Routing	Amount	C/D	TC	H	Individual ID
0000005	A. Thomas	38	1855	1000.00	C	22		59
0000003	B. Jones	567	1855	1000.00	C	22		13
0000008	B. McAdams	465	1855	1000.00	C	22		09
0000004	C. Adams	876	1855	1000.00	C	22		12
0000007	G. Davis	456	1855	1000.00	C	22		12
0000001	J. Doe	765	1855	1000.00	C	22		34
0000009	J. Roberts	826	1855	1000.00	C	22		54
0000013	L. Morris	891	1855	1000.00	C	22		77
0000012	M. Peak	387	1855	1000.00	C	22		76
0000002	M. Smith	543	1855	1000.00	C	22		90
0000011	N. Norris	229	1855	1000.00	C	22		98
0000010	R. Hamms	286	1855	1000.00	C	22		57
0000016	Tyson	7806	6015	15000.00	D	27		Offset
0000014	V. Harris	845	1855	1000.00	C	22		00
0000015	W. Parker	663	1855	1000.00	C	22		00
0000006	Z. Collins	786	1855	1000.00	C	22		53

Total Credits: \$15,000.00  
Total Debits: \$15,000.00

Downloading batch information as a NACHA file is useful if the batch was manually created. If a manually entered batch is deleted, the batch information must be manually re-entered (deleted batches cannot be recovered). However, if the batch was saved as a NACHA file, that NACHA file can be uploaded back into Online Banking.

Download Batch - Payroll\_2016 ?

Select a download format:

```

101 061000146 1112228871602041402A094101FRB
5200 PAYROLL 371360664 PPDAYROLL 00000000132230935000012
00001000001234 0022309354092401
000010000057890 0022309354092402
0000100000J6543 0022309354092403
0000100000A8642 0022309354092404
0000100000T8769 0022309354092405
0000100000C8653 0022309354092406
0000100000D8642 0022309354092407
0000100000M7309 0022309354092408
0000100000R8764 0022309354092409
0000100000H7367 0022309354092410
0000100000N7298 0022309354092411
0000100000P3876 0022309354092412
0000100000M7377 0022309354092413
0000100000H3000 0022309354092414
0000100000P2300 0022309354092415
0001500000ffset 0022309354092616
8200000016013656337600000150000000001500000371360664 022309350000012
900000100000200000016013656337600000150000000001500000

```

## Copy a Batch

The copy feature allows you to copy existing batch information into a new batch. Copying a batch is useful if you are creating a batch and most of the batch information is in an existing batch. For example, if you were to give your employees a bonus, your employees are already set up in your payroll batch.

Copy Batch - Payroll\_2016 ?

New batch name \*

ACH Batch List ? Total Batches 73 View 10 | 20 | 50 | 100

Create a new batch for:

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
Ready	Tax FD tuesday	CCD		07/08/2014	\$35.00	\$35.00	None	Select option...	
Ready	Tax FD Jack Henry	CCD		10/02/2014	\$4.00	\$4.00	None	Select option...	
Ready	Tax FD Lenny	CCD		10/02/2014	\$3.00	\$3.00	None	Select option...	
Ready	Tax FD NET code	CCD		07/07/2014	\$75.00	\$75.00	None	Select option...	
Uploaded	0001732	PPD			\$0.00	\$29,230.39	None	Select option...	
Total					\$344,679.17	\$565,844.16			

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## Delete a Batch

Delete batches that are no longer used. Deleted batches cannot be recovered. If a batch is accidentally deleted, reupload or manually re-enter the batch information.

**TIP:** Recommended: Limit users' delete entitlements.

There are two ways to delete a batch:

- Select **Delete** from the **Select Option** drop-down list, and then select **Delete** on the next screen.

The screenshot shows the 'ACH Batch List' interface. At the top, there is a header with 'ACH Batch List' on the left and 'Total Batches 73 View 10 | 20 | 50 | 100' on the right. Below the header is a form to 'Create a new batch for:' with a 'Select Company' dropdown. The main part of the interface is a table with the following columns: Status, Batch Name, Type, Company, Process Date, Debit, Credit, Recurring, and Scheduled Date. The table contains five rows of data. The first four rows are 'Ready' and the fifth is 'Uploaded'. A dropdown menu is open on the right side of the table, with 'Delete' highlighted in blue. Below the table, there is a footer with 'Page 2 of 2 | First Previous 1 2'. At the bottom of the interface, there are three buttons: 'Select All', 'Delete Selected', and 'Initiate Selected'.

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
Ready	Tax FD tuesday	CCD		07/08/2014	\$35.00	\$35.00	None	
Ready	Tax FD Jack Henry	CCD		10/02/2014	\$4.00	\$4.00	None	
Ready	Tax FD Lenny	CCD		10/02/2014	\$3.00	\$3.00	None	
Ready	Tax FD NET code	CCD		07/07/2014	\$75.00	\$75.00	None	
Uploaded	0001732	PPD			\$0.00	\$29,230.39	None	

Total \$344,679.17 \$565,844.16

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Select All Delete Selected Initiate Selected

- Select multiple batches, select **Delete Selected**, and then select **Delete** on the next screen.

The screenshot shows the 'ACH Batch List' interface. At the top, there is a header with 'ACH Batch List' on the left and 'Total Batches 73 View 10 | 20 | 50 | 100' on the right. Below the header is a form to 'Create a new batch for:' with a 'Select Company' dropdown. The main part of the interface is a table with the following columns: Status, Batch Name, Type, Company, Process Date, Debit, Credit, Recurring, and Scheduled Date. The table contains five rows of data. The first four rows are 'Ready' and the fifth is 'Uploaded'. The first four rows have checkboxes in the left margin, all of which are checked. Below the table, there is a footer with 'Page 2 of 2 | First Previous 1 2'. At the bottom of the interface, there are three buttons: 'Select All', 'Delete Selected', and 'Initiate Selected'. The 'Delete Selected' button is highlighted with a red box.

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
Ready	Tax FD tuesday	CCD		07/08/2014	\$35.00	\$35.00	None	
Ready	Tax FD Jack Henry	CCD		10/02/2014	\$4.00	\$4.00	None	
Ready	Tax FD Lenny	CCD		10/02/2014	\$3.00	\$3.00	None	
Ready	Tax FD NET code	CCD		07/07/2014	\$75.00	\$75.00	None	
Uploaded	0001732	PPD			\$0.00	\$29,230.39	None	

Total \$344,679.17 \$565,844.16

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Select All Delete Selected Initiate Selected

## Making Tax Payments

You can send federal and state taxes via ACH. Your company must be registered with EFTPS to use this option.

1. Go to **Cash Manager > ACH > Tax Payment**.
2. Complete the tax payment fields, and then select **Submit**.

### Federal

Add Tax Payment ?

Pay To	Federal	▼
Category	Tax FD	Payroll Taxes
Routing Number	6000	Lookup
Company Name	Chihuahua Rescue	▼
Tax Period	03/16	mm/yy
Tax Code	105 - Employer's Quarterly Tax Return Federal Tax Deposit	▼
Taxpayer ID	123456789	
Amount	\$300.00	
Pay From Account	CK 073	▼
Tax Information ID 1	1	Amount \$100.00
Tax Information ID 2	2	Amount \$50.00
Tax Information ID 3	3	Amount \$150.00

### State

Add Tax Payment ?

Pay To	Kansas	▼
Category	Tax KS	Payroll Taxes
Routing Number	7093	Lookup
Company Name	Chihuahua Rescue	▼
Tax Period	05/31/2016	mm/dd/yyyy
Tax Code	11	Lookup
Taxpayer ID	123456789	
Amount Type Code	2	Lookup
Amount	\$300.00	
Pay From Account	CK 073	▼

**Pay To** = Select *Federal* or the desired state if making a state tax payment.

**Batch** = Enter a name to distinguish the tax payment batch for the customer's benefit.

**Routing Number** = Select **Lookup** to select the routing number associated with the financial institution that receives the tax payment.

**Company Name** = Select the ACH company name.

**Tax Period** = Select the month and year for the tax period.

**Tax Code** = Enter the code to indicate the tax payment type.

**Taxpayer ID** = Enter the company's Employer Identification Number (EIN).

**Amount** = Enter the dollar amount of the transaction.

**Amount Type Code** = Enter the associated amount type. Select **Lookup** to see available amount type code options. **NOTE:** This field only appears for state tax payments.

**Pay From Account** = Select the account to debit for the offset transaction.

● search for and select the offset account.

The following fields only apply to Federal tax payments:

**Tax Information ID 1** = Enter the amount designated for Social Security. This field is optional.

**NOTE:** This field only appears for Federal tax payments.

**Tax Information ID 2** = Enter the amount designated for Medicare. This field is optional.

**NOTE:** This field only appears for Federal tax payments.

**Tax Information ID 3** = Enter the amount designated for withholding. This field is optional.

**NOTE:** This field only appears for Federal tax payments.

After submitting, the tax payment appears on the *Batch List* page as **TAX FD** or **Tax [state abbreviation]**.

3. Return to the *Batch List* page, and then select *Initiate* from the **Select Option** drop-down list for the tax payment batch.

## **Viewing ACH History**

Batch information is viewable after the batch is originated.

1. Go to **Cash Manager > ACH > History**.
2. Review the columns.



The screenshot shows a table titled "ACH History" with a search icon. The table has columns for Initiated, Effective, Batch, Type, Company, Debits, Credits, Offset Account, Recurring, and Confirmation Number. A single row of data is visible, and a "View" link is present in the Confirmation Number column. A "Return" button is located at the bottom right of the table area.

Initiated	Effective	Batch	Type	Company	Debits	Credits	Offset Account	Recurring	Confirmation Number
03/01/2016	03/21/2016	Payroll_2016	PPD	TRAIN O	\$0.00	\$4,500.00	xxxxxxxxxxxx4567 D	Semi-Monthly	<a href="#">View</a>

**Initiated** = The date the batch was initiated.

**Effective** = The effective date for the batch.

**Batch** = The name given to the batch.

**Type** = The SEC associated with the batch.

**Company** = The ACH company name.

**Debits** = The total batch debits.

**Credits** = The total batch credits.

**Offset Account** = The offset account for the batch.

**Recurring** = The Frequency originally indicated for processed recurring ACH batches or None if the batch was not recurring.

**Confirmation Number** = The designated confirmation number for the batch.

TIP: Select View to view a list of transactions included within the batch.

3. Select **Search** to filter your search results, and then select **Submit**.

## The Search Option

Use the **Search** option to locate a specific type of transaction or a specific user. Use this option at **Cash Manager > ACH** in the *Search Records* section. Enter the necessary search criteria, and then select **Search**.

Search Records ?

Name

ID Number

Batch

Amount  .

Prenote

Held

Once the search is complete, an information message telling how many results were found and the search results appear. You can modify or delete batches from this screen.

Information Message: 4 record(s) found

Search Results ? Total Transactions 4 View 10 | 20 | 50 | 100

Name	ID Number	Batch	Account	Amount	CR/DR	Held		
Adam Smith	45	January Payroll	123456	\$500.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
Mary Smith	56	Payroll_2016	4567890	\$1,500.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
A Smith	76	HrlyPyr12016	654321	\$1,200.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
Mary Smith	56	Bonus_2016	4567890	\$1,500.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>

### NOTE

Transactions in a batch with an *Initiated* or *Processed* status cannot be modified or deleted until the batch returns to the *Ready* status.