

**To begin using the ACH Origination service, a Virtual Token must be registered within five (5) calendar days of receipt of the welcome email. Please refer to the Virtual Token Registration User Guide for instructions on downloading and registering your virtual token.**

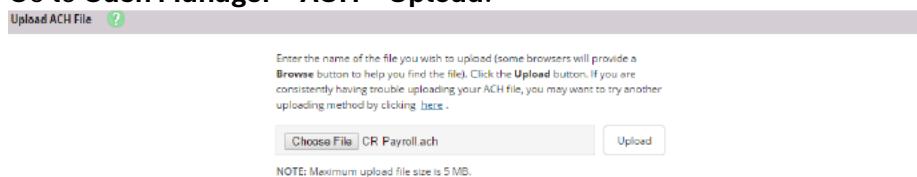
## **ACH User Guide**

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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.**



The screenshot shows a file upload interface. At the top, a button labeled "Upload ACH File" with a question mark icon is visible. Below it is a text input field with placeholder text: "Enter the name of the file you wish to upload (some browsers will provide a **Browse** button to help you find the file). Click the **Upload** button. If you are consistently having trouble uploading your ACH file, you may want to try another uploading method by clicking [here](#)." Below the input field are two buttons: "Choose File" and "CR Payroll ach". To the right of these is an "Upload" button. At the bottom of the interface, a note states: "NOTE: Maximum upload file size is 5 MB."

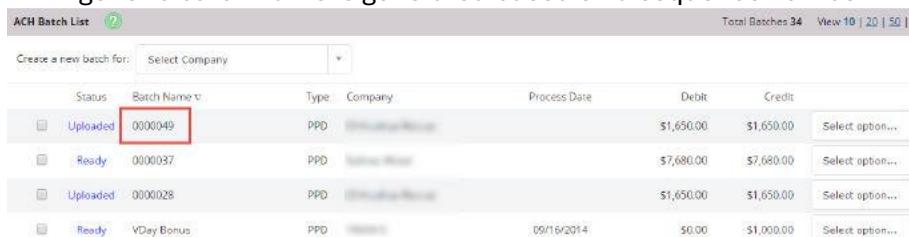
2. Search for the file.

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.



The screenshot shows a table of ACH batches. The columns are: Status, Batch Name, Type, Company, Process Date, Debit, and Credit. The "Batch Name" column is highlighted with a red box around the value "0000049".

Create a new batch for:	Select Company					
Status	Batch Name	Type	Company	Process Date	Debit	Credit
Uploaded	0000049	PPD	CR Payroll		\$1,650.00	\$1,650.00
Ready	0000037	PPD	CR Payroll		\$7,680.00	\$7,680.00
Uploaded	0000028	PPD	CR Payroll		\$1,650.00	\$1,650.00
Ready	VDay Bonus	PPD	CR Payroll	09/15/2014	\$0.00	\$1,000.00

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

6. ACH credits related to wages: Must use the description "PAYROLL"

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**.



New Batch	
Batch Name *	HrlyPyr12016
Company	Trainer Co.
Discretionary Data	PAYROLL
SEC Code *	PPD - Prearranged Payments and Deposits
Company Id *	7151515151
Entry Description *	PAYROLL
Restrict Batch <input type="checkbox"/>	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

### **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. ACH credits related to wages: Must use the description "PAYROLL"

### **Entry Description**

Enter the purpose of the ACH batch, which appears to the recipient. ACH credits related to wages: Must use the description "PAYROLL"

### **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.

The screenshot shows the 'Add Transaction' form with the following fields:

- Transaction Information:**
  - Name: John Doe
  - ID Number: D1234
  - Amount: 1500.00
  - Prenote:  (Creates a separate \$0 record of this entry)
  - Addenda Type: 00-No Addenda Information
  - Addenda: (empty)
- Receiving Financial Institution Information:**
  - Routing: 00178 (Search for ABA #)
  - Account Number: 12345678
  - Account Type: Checking
  - Transaction Type: Debit (selected)
  - Status: Active (selected)

Buttons at the bottom: Quick Add, Add Multiple, Import Transaction, Cancel, Submit.

**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: test11		Category: PPD	
Company	JHA Air	Company Id	JHAIR
Discretionary Data	test	Entry Description	Perfest2
Name	ID Number	Account	Routing
Jane D	000	000000000	991234567
John Doe	D1	000000000	991234567
Jane Doe	0000	000000000	991234567
John D	D11	123456789	991234567

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

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="▼"/>	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="▼"/>	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	JHAIR			
Discretionary Data	test	Entry Description	Perftest2			
Name	ID Number ▾	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	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Select Effective Date: <input type="button" value="Select Date"/></p> <p>Frequency: <input type="button" value="Monthly"/></p> <p>Month Day: <input type="button" value="15"/> <input type="checkbox"/> Initiate on last processing day of the month.</p> <p>Start Date: * <input type="text" value="06/15/2016"/> <input type="button" value="Calendar"/></p> <p>Expiration Date: * <input type="text" value="02/15/2017"/> <input type="button" value="Calendar"/> This payment has no expiration date.</p> <p>Select Offset Account: <input type="text" value="CK 1102"/> <input type="button" value="Q"/></p> <p>Reset amounts to \$0.00 after processing batch: <input type="checkbox"/></p> </div> <div style="width: 50%;"> <p><input type="button" value="Cancel"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px; font-weight: bold; font-size: 10px; text-decoration: none; margin-left: 10px;" type="button" value="Initiate"/></p> </div> </div>						

## 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 *	<input type="text" value="Jen"/>	SEC Code	PPD
Company		Company Id *	<input type="text" value="0000"/>
Discretionary Data	<input type="text" value="ACH PAYROLL"/>	Entry Description *	<input type="text" value="ACH"/>
Restrict Batch <input type="checkbox"/>			
Name	ID Number ▾	Account	Routing
John Doe	0000000	0000000000	9912-3456-7
John Doe	0000000	0000000000	9912-3456-7
John Doe	0000000	0000000000	9912-3456-7
John Doe	0000000	0000000000	9912-3456-7
John Doe	0000000	0000000000	9912-3456-7
Total Debits \$100.00 Total Credits \$100.00			
<input type="checkbox" value="This batch is ready for approval"/> This batch is ready for approval			
<input type="button" value="Cancel"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px; font-weight: bold; font-size: 10px; text-decoration: none; margin-left: 10px;" type="button" value="Submit"/> <input type="button" value="Add Transaction"/>			

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 <input type="checkbox"/>			
Name	ID Number ▲	Amount	Account
John Doe	0000000	25 . 00	0000000000
John Doe	0000000	25 . 00	0000000000
John Doe	0000000	25 . 00	0000000000
John Doe	0000000	25 . 00	0000000000
John Doe	0000000	100 . 00	0000000000

Total Debits \$100.00 Total Credits \$100.00

This batch is ready for approval

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

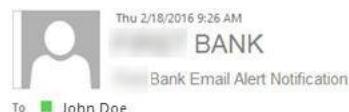
Batches waiting for approval appear on the *Batch List* page with a yellow highlight and an *Approval Pending* status.

ACH Batch List 

Total Batches 76 View 10 | 20 | 50 | 100

Create a new batch for: <input type="button" value="Select Company"/>								
Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
Approval Pending	patrick	PPD	JHA Air		\$0.00	\$3.39	None	<input type="button" value="Select option..."/>
Approval Pending	dual control	PPD	JHA Air		\$0.00	\$5.55	None	<input type="button" value="Select option..."/>
Initiated	corporate	CTX	JHA Air	04/14/2017	\$0.00	\$9.00	None	<input type="button" value="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.



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.

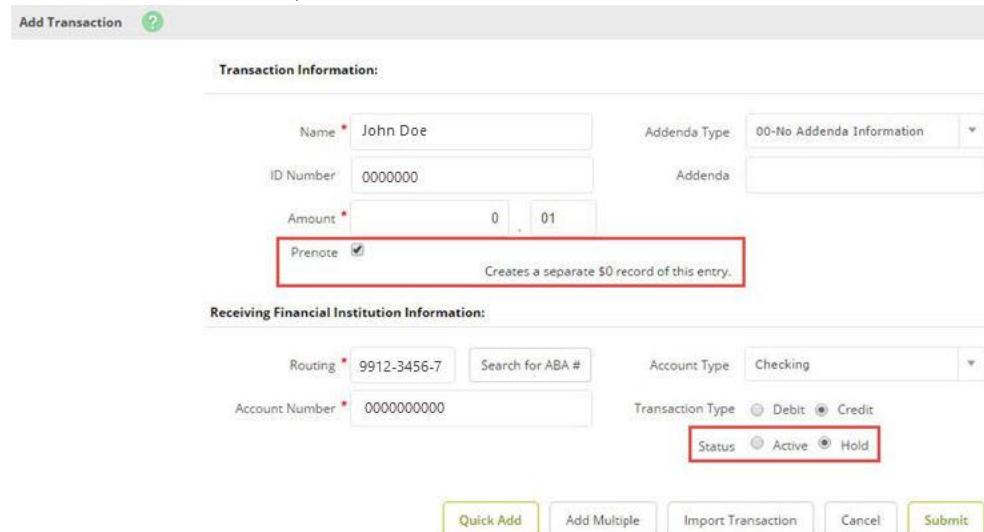
3. Select **Add Transaction**.

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	0000000	Addenda	
Amount *	0	01	
Prenote	<input checked="" type="checkbox"/>	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 <input type="radio"/> Debit <input checked="" type="radio"/> Credit		
		Status	<input type="radio"/> Active <input checked="" type="radio"/> Hold	

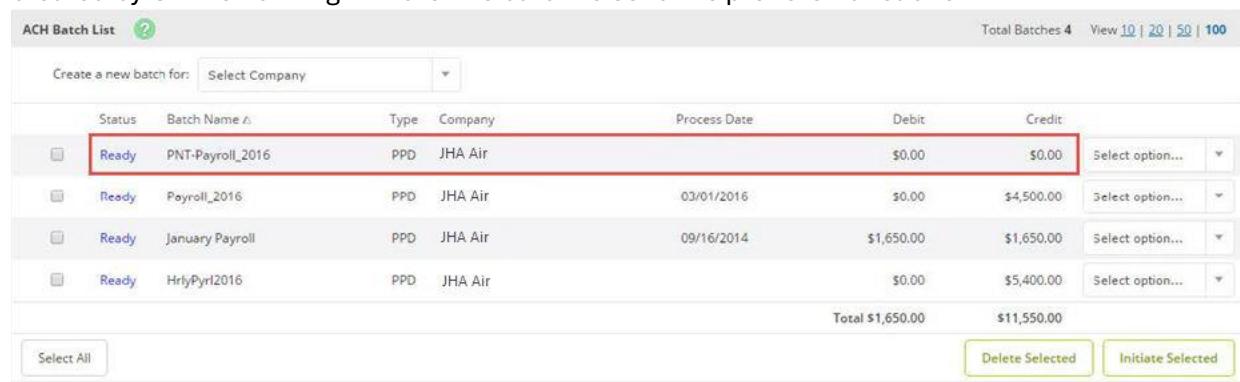
Buttons: Quick Add, Add Multiple, Import Transaction, Cancel, Submit

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	HrlyPayrl2016	PPD	JHA Air		\$0.00	\$5,400.00	Select option...	
					Total \$1,650.00	\$11,550.00		

Buttons: 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 <input type="checkbox"/>			
Name	ID Number 	Amount	Account
celest	0000000	99999999 <input type="text"/> . <input type="text"/> 00	0000000000
			9912-3456-7 <input type="radio"/> <input checked="" type="radio"/>
			<input type="checkbox"/> <input type="checkbox"/>
			<a href="#">Hide Addenda</a>
offset	0000000	99999999 <input type="text"/> . <input type="text"/> 00	0000000000
			9912-3456-7 <input type="radio"/> <input checked="" type="radio"/>
			<input type="checkbox"/> <input type="checkbox"/>
			<a href="#">Hide Addenda</a>
<a href="#">Hide All Addenda</a>			
<a href="#">Save</a> <a href="#">Return</a>			
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: List(PDF) 

Select a field to sort by: Customer Name 

Select sorting order:  Ascending  Descending

### ACH Transaction List

Company Name: Computers 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. Hammes	286	1855	1000.00	C	22		057
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: NACHA 

101 061000146 1112228871602041402A094101FRB			
5200 PAYROLL	371360664 PPD PAYROLL	0000000001022309350000012	
00001000001234		0022309354092401	
00001000057890		0022309354092402	
000010000016543		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	
0001500000Offset		0022309354092616	
8200000016013656337600000150000000001500000371360664		0022309350000012	
90000010000200000016013656337600000150000000001500000			

## 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 \* Bonus\_2016

[Submit](#) [Cancel](#)

ACH Batch List <a href="#">?</a>								Total Batches 73 <a href="#">View 10</a> <a href="#">20</a> <a href="#">50</a> <a href="#">100</a>
Create a new batch for: <a href="#">Select Company</a>								
Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
<input type="checkbox"/> Ready	Tax FD tuesday	CCD	[REDACTED]	07/08/2014	\$35.00	\$35.00	None	<a href="#">Select option...</a>
<input type="checkbox"/> Ready	Tax FD Jack Henry	CCD	[REDACTED]	10/02/2014	\$4.00	\$4.00	None	<a href="#">Select option...</a>
<input type="checkbox"/> Ready	Tax FD Lenny	CCD	[REDACTED]	10/02/2014	\$3.00	\$3.00	None	<a href="#">Select option...</a>
<input type="checkbox"/> Ready	Tax FD NET code	CCD	[REDACTED]	07/07/2014	\$75.00	\$75.00	None	<a href="#">Select option...</a>
Uploaded	0001732	PPD	[REDACTED]		\$0.00	\$29,230.39	None	<a href="#">Select option...</a>
Total \$344,679.17 \$565,844.16								
Page 2 of 2   <a href="#">First</a> <a href="#">Previous</a> <a href="#">1</a> <a href="#">2</a>								
<a href="#">Select All</a>				<a href="#">Delete Selected</a>				<a href="#">Initiate Selected</a>

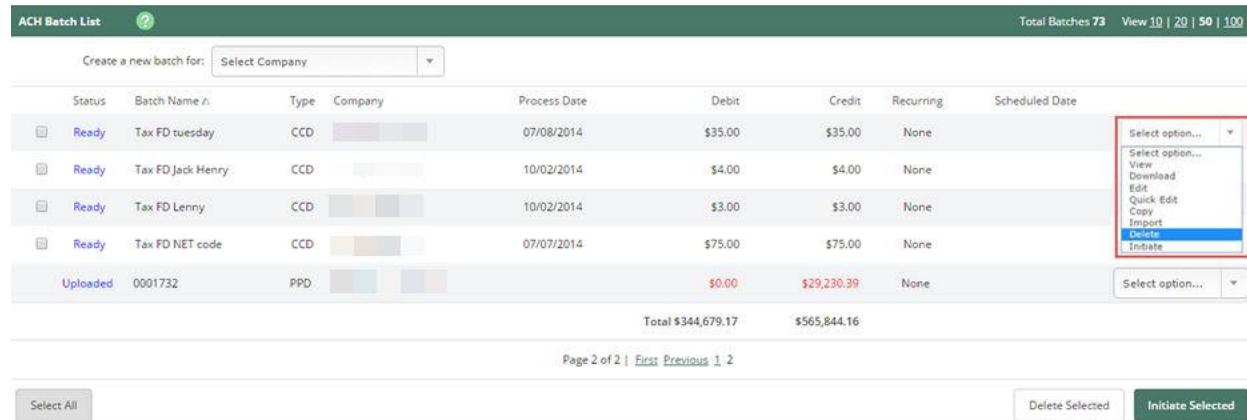
## Delete a Batch

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:

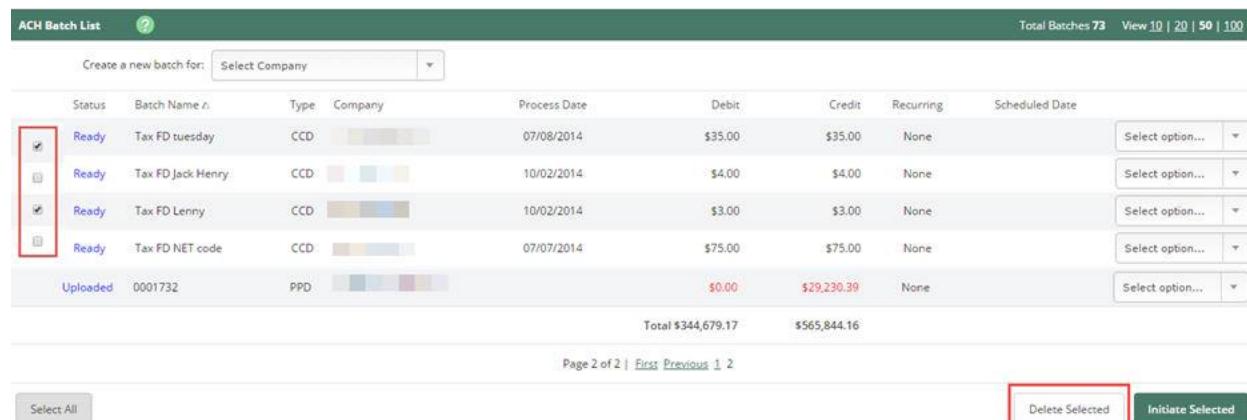
- Select **Delete** from the **Select Option** drop-down list, and then select **Delete** on the next screen.



The screenshot shows the ACH Batch List page. A single batch, 'Tax FD tuesday', is selected for deletion. The 'Select option...' dropdown menu is open, and the 'Delete' option is highlighted with a red box. The table includes columns for Status, Batch Name, Type, Company, Process Date, Debit, Credit, Recurring, and Scheduled Date. The total for the page is \$344,679.17 and \$565,844.16.

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

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



The screenshot shows the ACH Batch List page with three batches selected for deletion. The 'Delete Selected' button is highlighted with a red box. The table structure is identical to the previous screenshot, showing the same columns and total values.

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
<input checked="" type="checkbox"/>	Tax FD tuesday	CCD	[Redacted]	07/08/2014	\$35.00	\$35.00	None	
<input type="checkbox"/>	Tax FD Jack Henry	CCD	[Redacted]	10/02/2014	\$4.00	\$4.00	None	
<input checked="" type="checkbox"/>	Tax FD Lenny	CCD	[Redacted]	10/02/2014	\$3.00	\$3.00	None	
<input type="checkbox"/>	Tax FD NET code	CCD	[Redacted]	07/07/2014	\$75.00	\$75.00	None	
Uploaded	0001732	PPD	[Redacted]		\$0.00	\$29,230.39	None	

## 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
<b>Quick Add</b> <b>Submit</b> <b>Cancel</b>		

### 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	
<b>Quick Add</b> <b>Submit</b> <b>Cancel</b>		

**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 with the following data:

ACH History									
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.

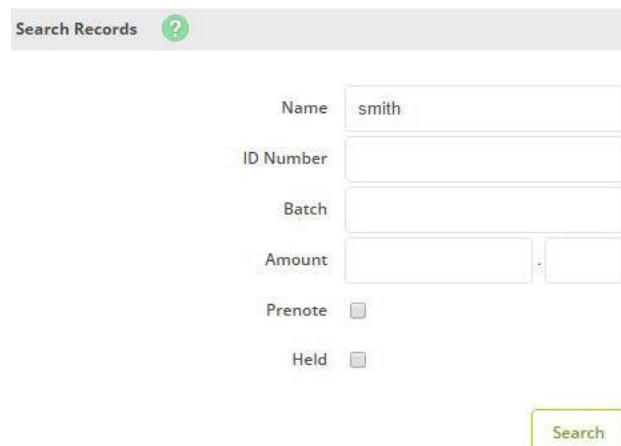
**Confirmation Number** = The designated confirmation number for the batch.

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**.

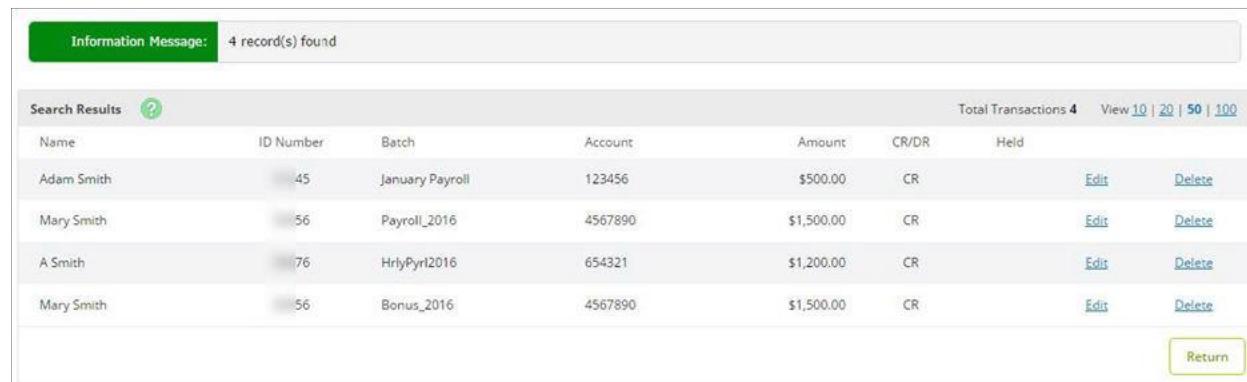


The form is titled "Search Records" and includes a question mark icon. It contains the following fields:

Name	smith
ID Number	
Batch	
Amount	
Prenote	<input type="checkbox"/>
Held	<input type="checkbox"/>

At the bottom is a "Search" button.

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.



The table is titled "Search Results" and shows the following data:

Name	ID Number	Batch	Account	Amount	CR/DR	Held	Total Transactions 4	View 10   20   50   100
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	HrlyPayroll2016	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>		

At the bottom right is a "Return" button.

### NOTE

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