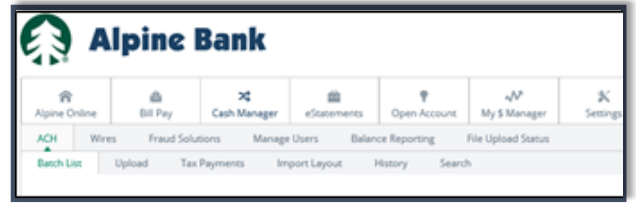




Manual Entry for ACH Origination

Step 1: Create a Manual Batch

Click “Cash Manager”, then “ACH” and “Batch List”. Select the ACH company from the “Create a new batch for” drop-down menu.



Step 2: Add Transactions

Enter one transaction at a time by inputting the individual’s information and click “Quick Add”.

To add multiple transactions at once, choose “Add Multiple” and enter the information. Then click “Submit”.

Verify the information on the “Edit Batch” screen, and “Submit”.

Step 3: Select ACH Batch

Your new batch will be listed in the “ACH Batch List”. Checkmark the batch(es) you would like to initiate, and click “Initiate Selected”.

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
<input checked="" type="checkbox"/>	Test	CCD	ABC COMPANY		\$0.00	\$2.00	None		Select option...
<input type="checkbox"/>	Copy of MIMX	PPD	ABC COMPANY	10/03/2016	\$0.00	\$5.00	None		Select option...
<input type="checkbox"/>	PNT-test	CCD	ABC COMPANY		\$0.00	\$0.00	None		Select option...
<input type="checkbox"/>	PNT-Copy of MIMX	PPD	ABC COMPANY	10/03/2016	\$0.00	\$0.00	None		Select option...
					Total \$0.00	\$7.00			

Step 4: Initiate ACH Batch

Select the appropriate effective date and offset account, then “Initiate”. If your ACH Origination service is set up with Dual Custody, a second Authorized User will need to “Initiate” the batch that you created.

Questions

Please contact us at (833) 325-7902.

Thank you for your business!

Note: Effective dates must be at least two business days* in advance for credits and one business day* in advance for debits.

*Business days: Monday through Friday, excluding Federal holiday