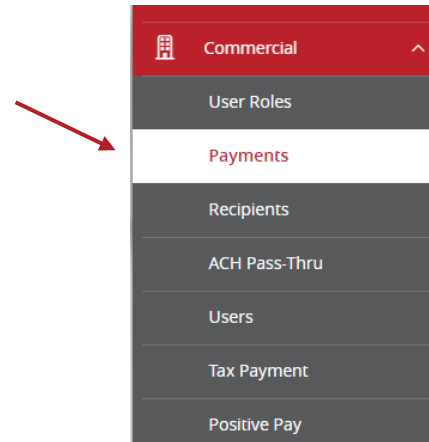
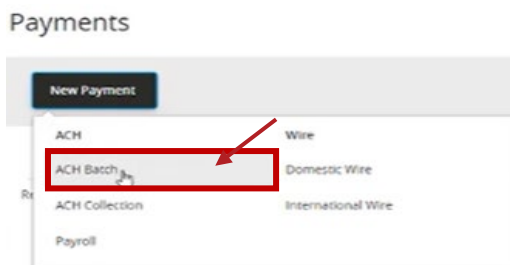




1. Select the 'Commercial' menu and then 'Payments'.



2. Under 'New Payment' click ACH Batch.



3. Select the correct SEC Code for the receiver's account type (PPD is for personal accounts / CCD is for commercial accounts).

5. Select the account to generate the payment from.

Note: if there are multiple accounts to choose from, they will appear when the 'Account' box is clicked.

4. Select the subsidiary to generate the payment from.

Note: if there are multiple subsidiaries to choose from, they will appear when the 'From Subsidiary' box is clicked.

ACH Batch Change Type Upload From File

**Origination Details**

SEC Code ⓘ ---Select a SEC Code--- From Subsidiary Business Test \*\*\*\*\*567 Account ZBA COMMERCIAL CHECKING XXXXXX2808 \$-0.08

Effective Date 📅 Format: mm/dd/yyyy Recurrence None

Calendar view showing December 2023. The date 15 is highlighted.

6. Select the effective date.

7. To set up recurring transactions, click 'Set Schedule'. Once configured, click 'Set Recurring Transaction'.

Note: A selection must be made for the frequency as well as when the transaction recurrence should stop.

ACH Batch Change Type

**Origination Details**

SEC Code ⓘ PPD - Prearranged Payment and Deposit From Subsidiary Business Test \*\*\*\*\*567

Effective Date 01/15/2021 📅 Recurrence Set Schedule

**Schedule Recurring Transaction**

**How often should this transaction repeat?**

☒ 1st Of The Month ☐ Every Other Week

☐ Last Day Of The Month ☐ Monthly

☐ 1st & 15th Of The Month ☐ Quarterly

☐ 15th & Last Day Of The Month ☐ Semi-Annually

☐ Daily (Monday - Friday) ☐ Yearly

☐ Weekly

**When should this transaction stop?**

☐ On/Before Date 📅

☐ After  occurrence(s)

☒ Forever (Until I Cancel)

Cancel Set Recurring Transaction

8. Select Recipient from the dropdown.

9. Enter the Amount.

Note: If the intended recipient does not exist, click 'New Recipient' to add a new recipient.

**Recipients (1)** Filters: All Pre-Notes Find recipients in payment

→ Add multiple recipients

Recipient/Account	Amount
<span>🔍 Search by name or account.</span>	\$0.00
<span>→ New Recipient</span>	
<b>Recipient 1</b>	
Recipient 1 Checking 123456	
<b>Recipient 2</b>	
Recipient 2 checking 9876543	
Recipient 2 Savings 11122233	

Cancel Draft Approve

9. To select additional recipient(s), within the **Recipients** section, click **'+Add multiple recipients'** OR below the list of recipients, select **'+Add another recipient'**.

**Recipients (8)**

**+ Add multiple recipients**

Jill Doe (987) Checking	741852	\$	1.00
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**+ Add another recipient**

10. Review the transaction details, then click **'Draft'**.

Note: Another user will need to approve the transaction on the same day it is submitted as a Draft.

**ACH Batch** [Change Type](#) [Upload From File](#)

**Origination Details**

SEC Code: PPD - Prearranged Payment and Deposit  
From Subsidiary: Business Test  
Account: ZBA COMMERCIAL CHECKING  
Effective Date: 01/15/2021  
Recurrence: Every month on the 1st of the month

**Recipients (1)** Filters: All Pre-Notes Find recipients in payment

**+ Add multiple recipients**

Recipient/Account	Amount
Recipient 1 Checking	\$2.00

**+ Add another recipient**

\$2.00  
1 payments

[Cancel](#) **[Draft](#)** [Approve](#)