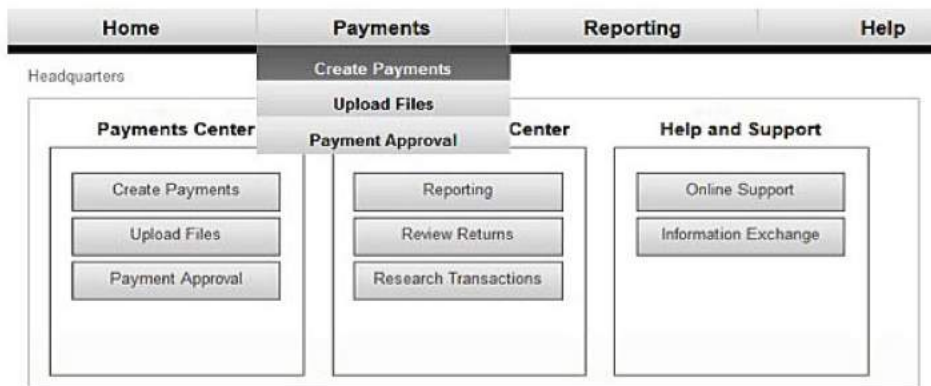


TRAINING

BATCH PAYMENTS

## CREATING PAYMENTS

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» From the home page or the top menu bar you can navigate to the CREATE PAYMENTS feature



» Select Batch Payments tab

## SETTING UP TEMPLATES

**Home**   **Payments**   **Reporting**   **Help**

Headquarters > Create Payments > Batch Payments

### Batch Payments

**Company Name:** Your Company Name Here   **Company ID:** Your NACHA/Company ID

**Batch Payments**   [New Batch](#) | [Prenote New Batch](#)

Batch Name	Effective Date
No results found.	

**Templates**   [New Template](#)   [Import Template](#)

Template Name
No results found.

**Back to Menu**

- » The template simply stores all the information for the transactions  
A template does not process until you create a batch to submit it for processing - if your template is already setup, please go to the Submitting Batch Payments Section
- » Select New Template

**Home**   **Payments**   **Reporting**   **Help**

Headquarters > Create Payments > Templates

### Template

**Company Name:** Your Company Name Here   **Company ID:** Your NACHA/Company ID

Name:    Type:

- select a value-
- Credits Only
- Debits Only
- Debits and Credits

**Next**

**Back to Menu**

- » Give your template a name
- » Select the type of transaction that will be in the template. They can be a credit only, debit only or you can have a template that will allow you to have enter both debit and credit transactions
- » Hit next

» Select NEW TRANSACTION

- » Please see next slide for an explanation of these fields
- » In the amount field, please put in a MINIMUM of .01. You will be able to change the amount when you go to submit the batch
- » After you enter your information hit save
- » Hit new transaction and enter the next individual/company information

## PAYMENT TYPE REFERS TO THE SEC CODE

- PPD Individual Account
- CCD Corporate Account
- WEB Web Initiated Transactions
- TEL Telephone Initiated Transactions

## TRANSACTION TYPE

- CREDIT You are giving money to an individual or company
- DEBIT You are receiving money from an individual or company
- ACCOUNTTYPE The type of account that is being debited / credited

**NAME** Name of the individual or company that is being debited / credited

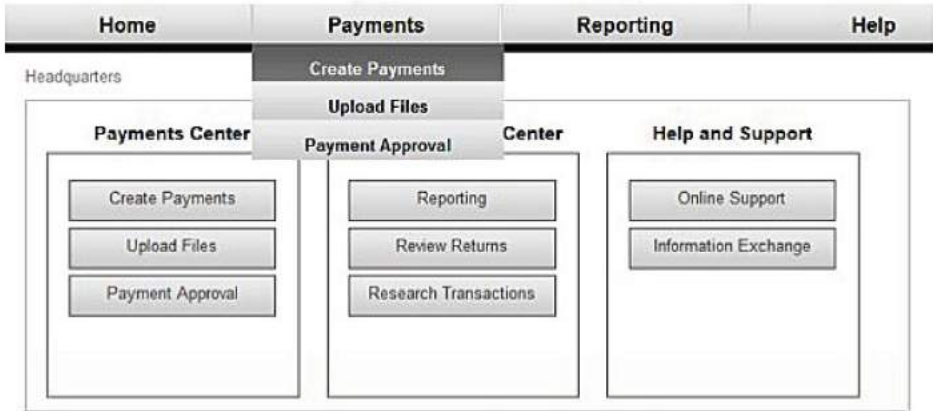
**INDIVIDUAL ID** can be any combination of numbers / letters up to 15 characters in length. There **MUST** be something in this field

**DESCRIPTION** will appear on receiver's bank statement and can be no longer than 10 characters

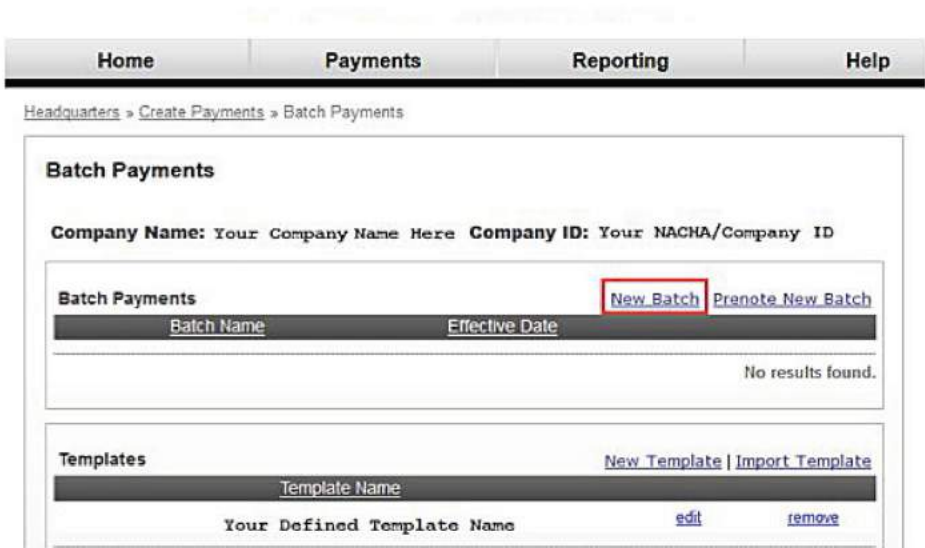
**NOTES** are only for your benefit and will now show up on any statement

- this is an optional field

# SUBMITTING BATCH PAYMENTS



» From the home page or the top menu bar you can navigate to the CREATE PAYMENTS feature



» Select NEW BATCH from Batch Payments Screen

Batch

**Batch**

**Company Name:** Your Company Name Here      **Company ID:** Your NACHA/Company ID



Select Template: Your Template Name ▾      Batch Name: Payroll A

Effective Date: MM/DD/YYYY 

**Next**

- » Select the template you would like to use from drop down box
- » Name the batch
- » Select the Effective Entry Date - this is the date on which you want the transaction to hit the receiver's account
- » Select NEXT

Totals:      Credits: \$100.01      Debits: \$0.00      **Save**      **Process**

Name	Ind ID	Routing #	Account #	Type	Amount	Notes
Kara Thrace	Starbuck	061000104	1111	Credit	\$0.01	 deactivate
Kara Thrace	Starbuck SAVING	061000104	2222	Credit	\$100.00	 deactivate

Page 1 OF 1

**Deactivate All**

**Previous**      **Save**

- » You may keep all ACTIVE and submit the full batch or DEACTIVATE all and activate only the ones you want to send

<b>Totals:</b>	<b>Credits:</b> \$200.00	<b>Debits:</b> \$0.00	<input type="button" value="Save"/>	<input type="button" value="Process"/>
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Name	Ind ID	Routing #	Account #	Type	Amount	Notes
Kara Thrace	Starbuck	061000104	1111	Credit	200.00	<input type="checkbox"/> deactivate
Kara Thrace	Starbuck SAVING	061000104	2222	Credit	<input type="text"/>	<input type="checkbox"/> activate

Page 1 OF 1

» Adjust the AMOUNT

<b>Totals:</b>	<b>Credits:</b> \$300.00	<b>Debits:</b> \$0.00	<input type="button" value="Save"/>	<input type="button" value="Process"/>
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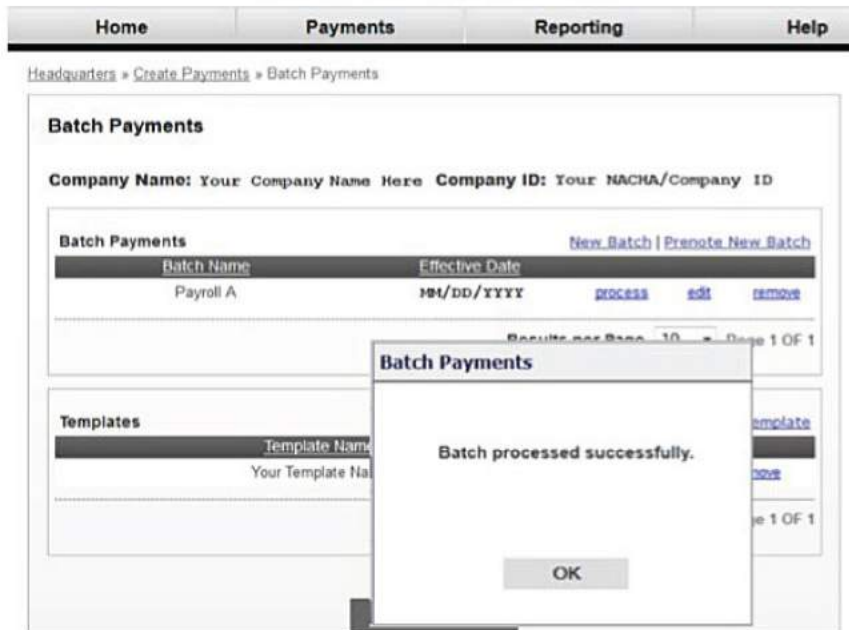
Name	Ind ID	Routing #	Account #	Type	Amount	Notes
Kara Thrace	Starbuck	061000104	1111	Credit	200.00	<input type="checkbox"/> deactivate
Kara Thrace	Starbuck SAVING	061000104	2222	Credit	\$100.00	<input type="checkbox"/> deactivate

Page 1 OF 1

» Select SAVE

» A dialogue box will immediately popup and confirm successful





- » At BATCH PAYMENTS home screen, select PROCESS
- » A dialogue box will pop up and confirm when the batch was processed successfully