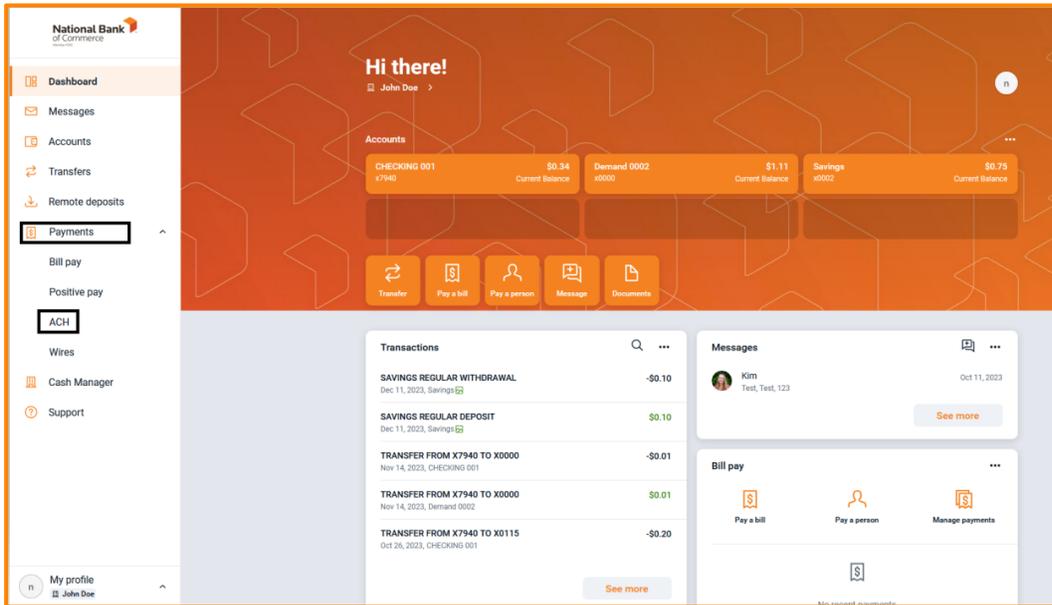
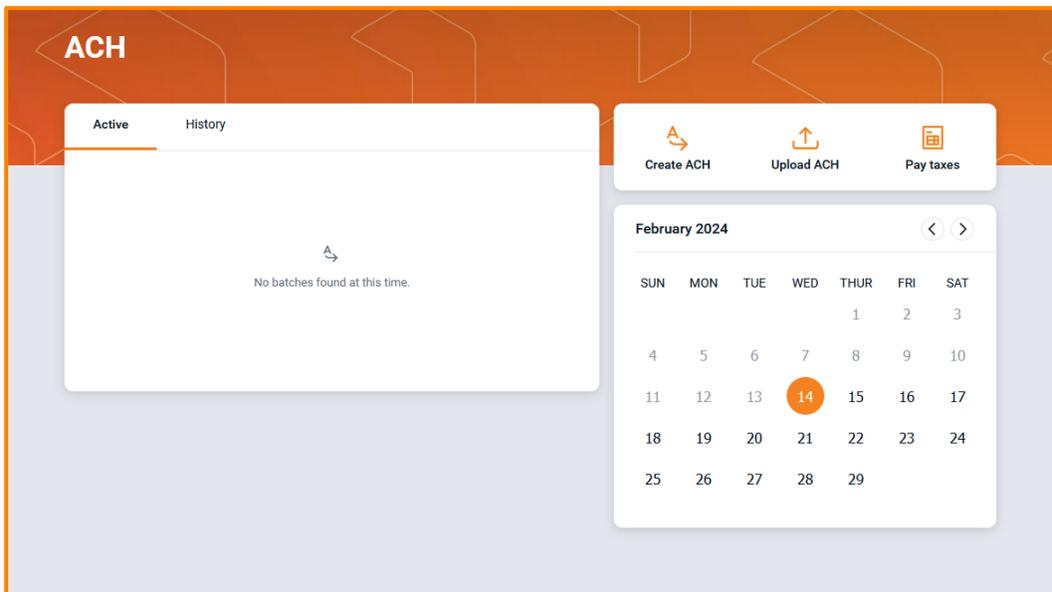


# How to Create an ACH Batch in Banno Business

Navigate to the **Payments** drop-down menu and select **ACH**:



On the ACH menu screen, select the **Create ACH** button:



Create your Batch name and select your ACH Company:

The screenshot shows a mobile application interface for creating an ACH batch. At the top, there is a back arrow and the title "Create ACH". Below this, there are two main sections. The first section is for the "Batch name", with a text input field containing "ACH name". The second section is for the "Company", with a dropdown menu currently showing "Select company" and a right-pointing chevron. At the bottom of the form, there are two buttons: a light blue "Cancel" button and an orange "Create batch" button.

The system will show the below screen, to add recipients select **Add recipients** at the bottom of the menu:

This screenshot shows the "Create ACH" form with several fields populated. The "Batch name" field contains "TEST". The "Company" dropdown is set to "ABC PAYROLL COMP". The "Company ID" field contains "1412345829". The "SEC" dropdown is set to "PPD". The "Entry description" dropdown is set to "PAYMENTS". The "Discretionary data" dropdown is set to "Discretionary data". The "Recipients" dropdown is set to "Add recipients". The "Cancel" and "Create batch" buttons are visible at the bottom.

On the Recipients entry screen, enter the required payment information. If there are multiple recipients select the **Add another recipient** option. As a reminder, batches must be balanced, and you will need to add a corresponding debit/credit to your account at NBC:

**Recipients**

New recipient

Recipient name

Amount \$ 0.00

Credit/Debit Credit

Account number

Routing number

Account type

Optional fields  Prenote  Hold

+ Add another recipient

Save recipient

Once recipient entry is completed, select **Save recipient**. The screen will take you back to the creation page and the option to **Create batch** will be available to select:

**Create ACH**

Batch name TEST

Company ABC PAYROLL COMP

Company ID 1412345829

SEC PPD

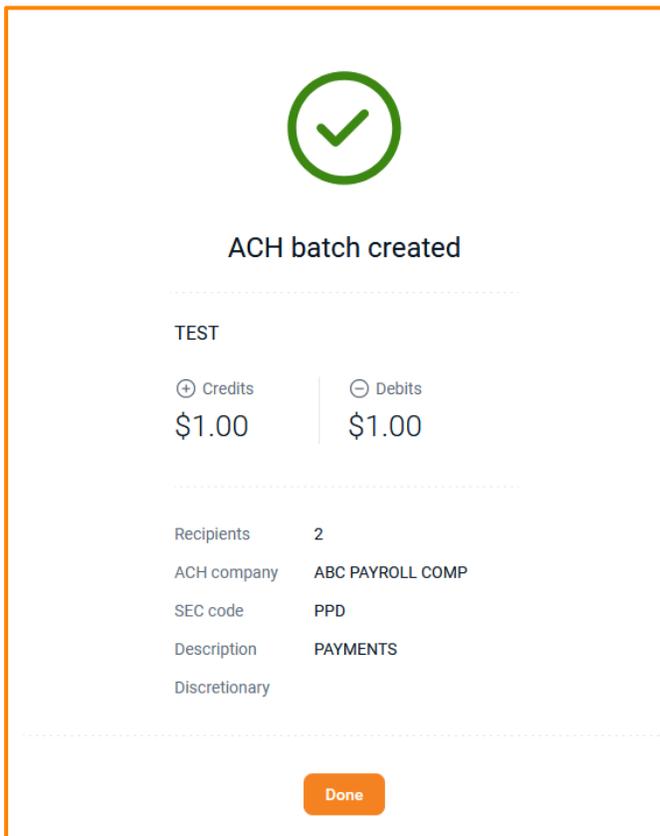
Entry description PAYMENTS

Discretionary data Discretionary data

Recipients 2 recipients

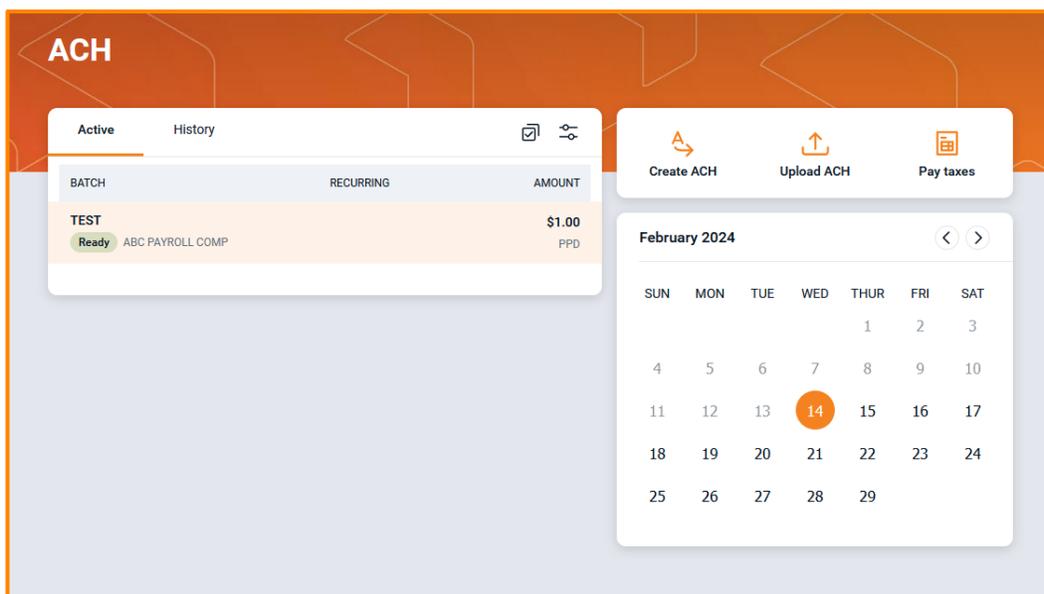
Cancel Create batch

Once you hit **Create batch** you will receive the below message indicating a successful ACH batch created:



A confirmation message with a green checkmark icon at the top. The text reads "ACH batch created". Below this, there are two columns: "Credits" with a plus icon and "\$1.00", and "Debits" with a minus icon and "\$1.00". A dashed line separates this from a list of details: "Recipients: 2", "ACH company: ABC PAYROLL COMP", "SEC code: PPD", "Description: PAYMENTS", and "Discretionary". At the bottom is an orange "Done" button.

You will return to the ACH menu and select the file you created:



The ACH menu interface has an orange header with the word "ACH". Below the header are three buttons: "Create ACH", "Upload ACH", and "Pay taxes". On the left is a table with two tabs: "Active" (selected) and "History". The table has columns for "BATCH", "RECURRING", and "AMOUNT". One row is highlighted in orange, showing "TEST" with a "Ready" status, "ABC PAYROLL COMP" as the recurring company, and "\$1.00" as the amount with "PPD" as the SEC code. On the right is a calendar for "February 2024" with the date "14" circled in orange.

Once selected you can review recipients or proceed to initiating. To review recipients, simply select the **Recipients** tab:

**Batch details** ... X

0000001 Ready

+ Credits | - Debits

\$18,163.56 | \$18,163.56 Edit >

---

**Recipients** 18 recipients >

---

Company: ABC PAYROLL COMP  
Company ID: 1412345829  
SEC code: PPD  
Description: PAYROLL  
Discretionary: ANY

Review and initiate

When you are ready to initiate you will select **Review and initiate** at the bottom of the batch screen:

**Batch details** ... X

0000001 Ready

+ Credits | - Debits

\$18,163.56 | \$18,163.56 Edit >

---

**Recipients** 18 recipients >

---

Company: ABC PAYROLL COMP  
Company ID: 1412345829  
SEC code: PPD  
Description: PAYROLL  
Discretionary: ANY

Review and initiate

The following screen will give you the option to select the Frequency and the Effective date of the transaction. Once both options are chosen, the **Initiate** button will become clickable and will transmit your transaction:

**Initiate ACH**

**0000001**

⊕ Credits	⊖ Debits
<b>\$18,163.56</b>	<b>\$18,163.56</b>

Show details ▾

---

FrequencyOnce >

Effective dateFeb 27 >

Reset amounts to \$0.00 after processing

CancelInitiate