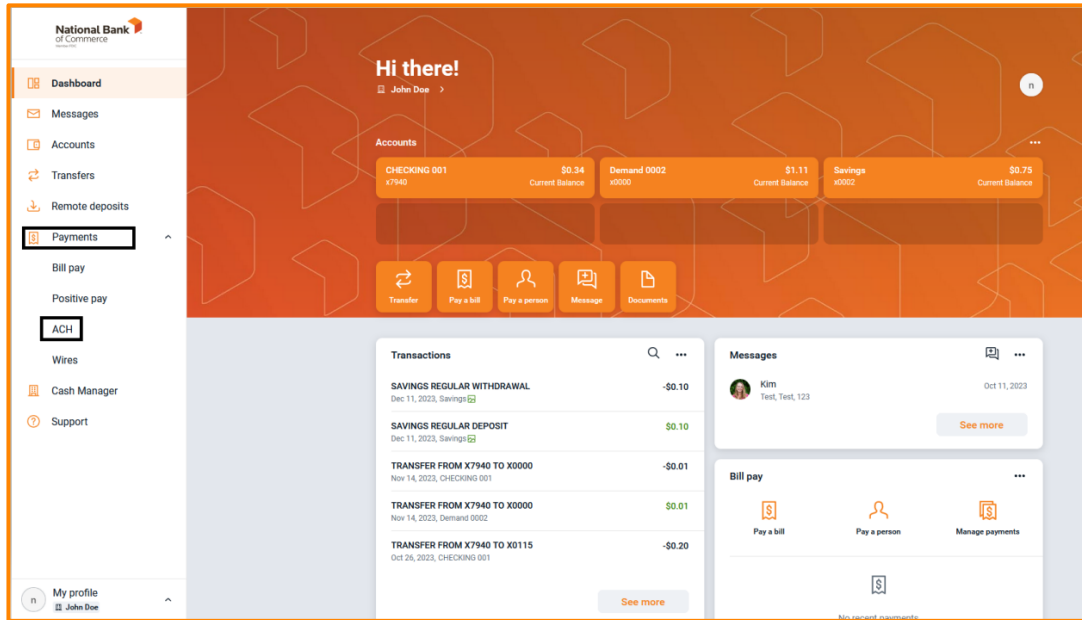
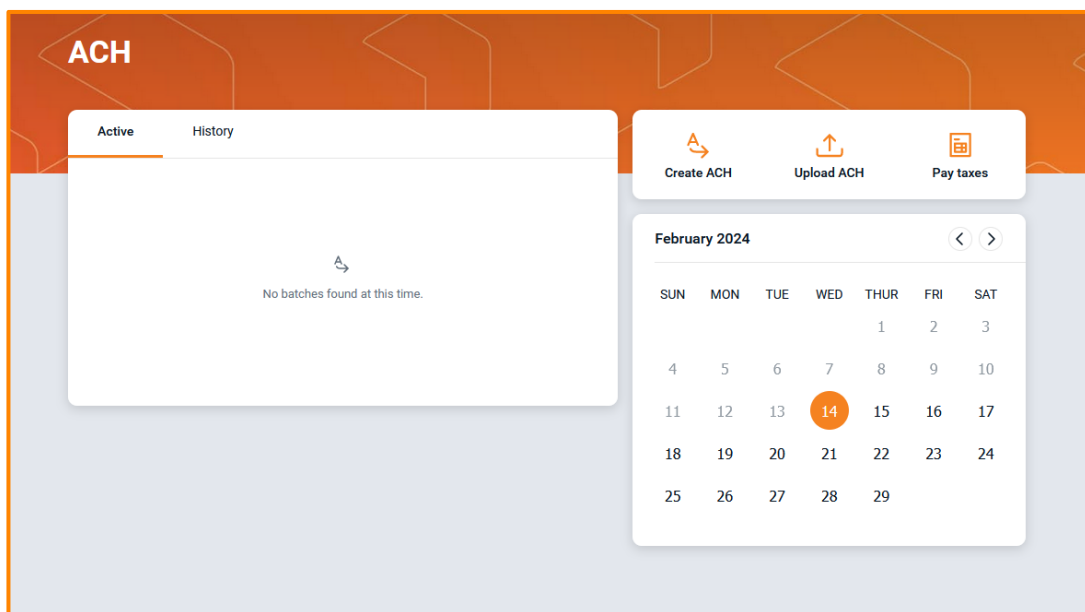


How to Upload an ACH Batch in Banno Business

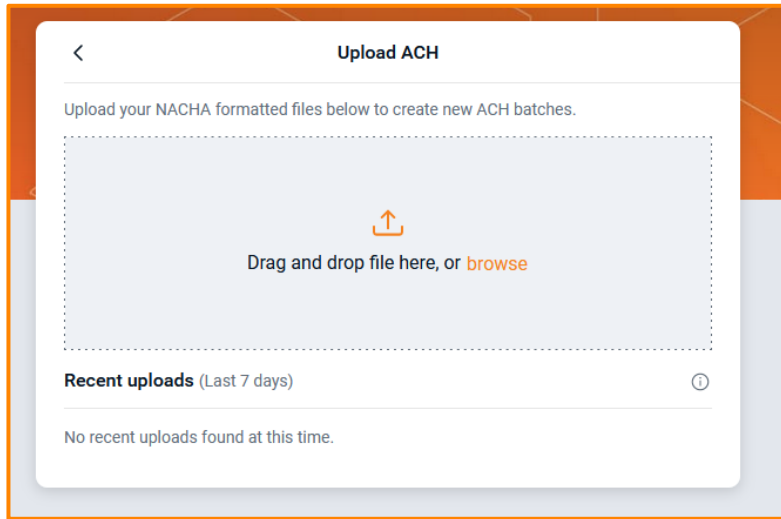
Navigate to the **Payments** drop-down menu and select **ACH**:



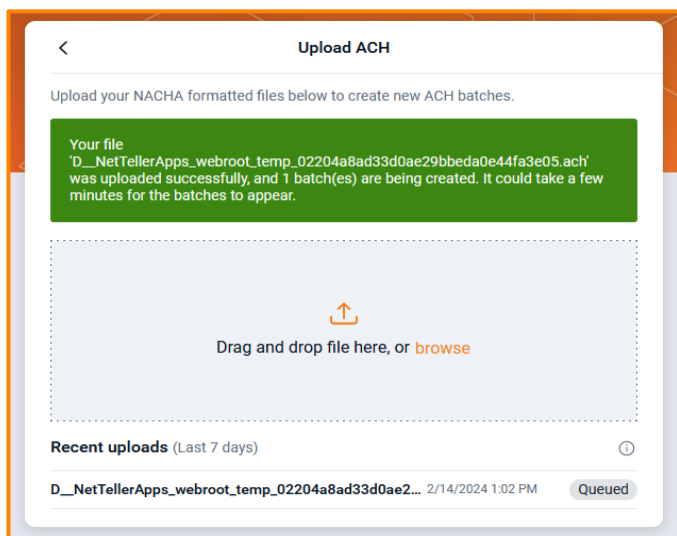
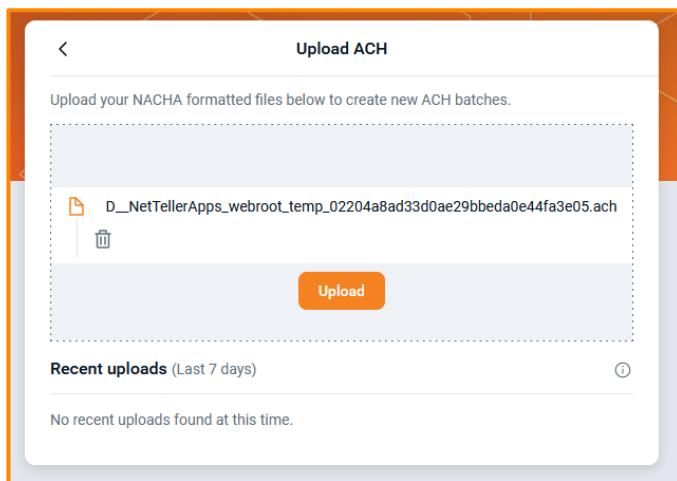
On the ACH menu screen, select the **Upload ACH** button:



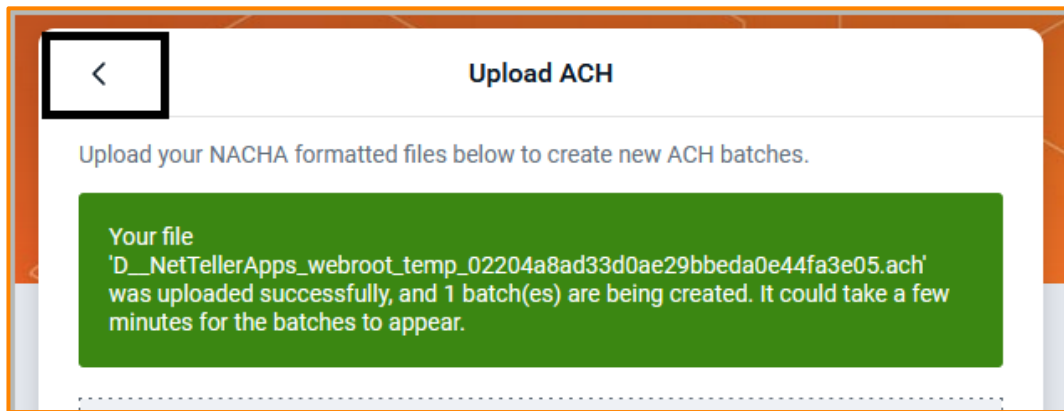
You will have the ability to drag and drop or browse to select your ACH file and upload it. Additionally, you will see your recently uploaded ACH files:



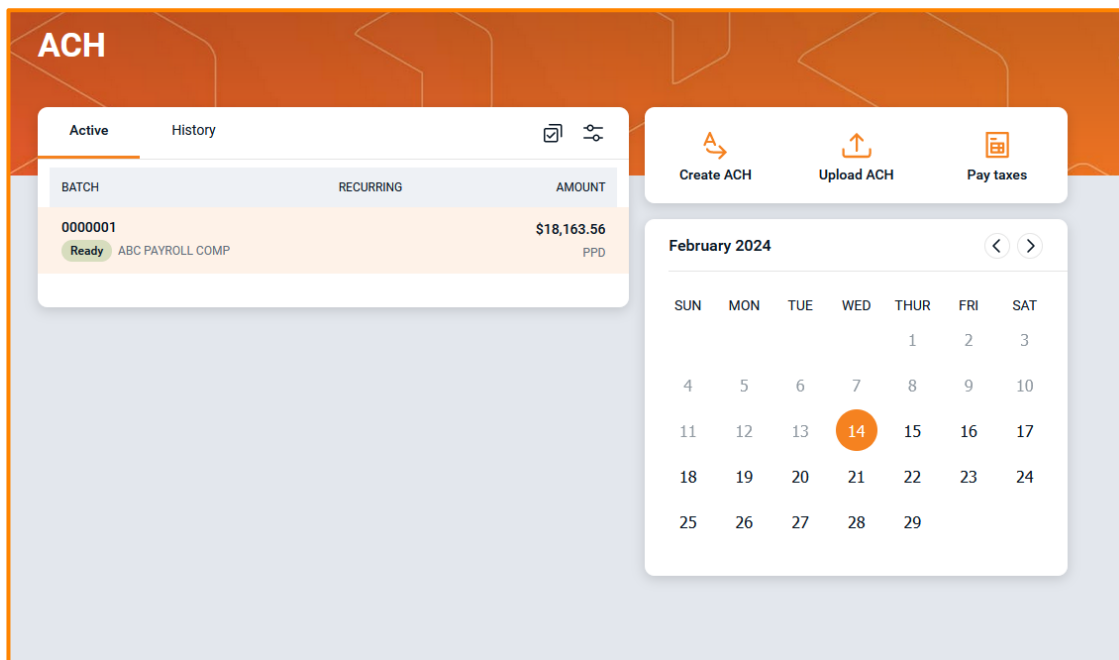
Once chosen, select the **Upload** button. Once uploaded you will see the below success message.



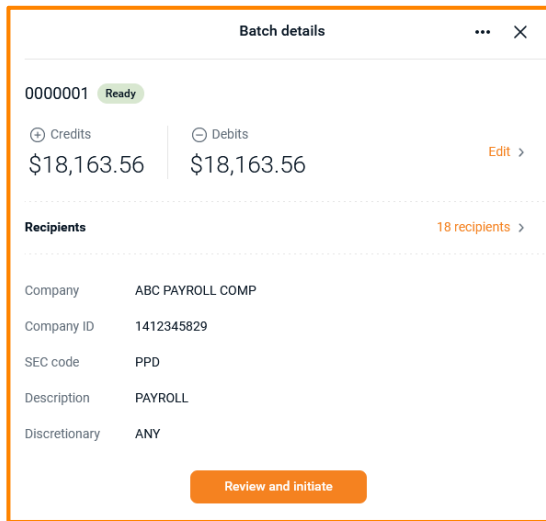
Hit the back arrow or select ACH from the side menu to return to your batch listing:



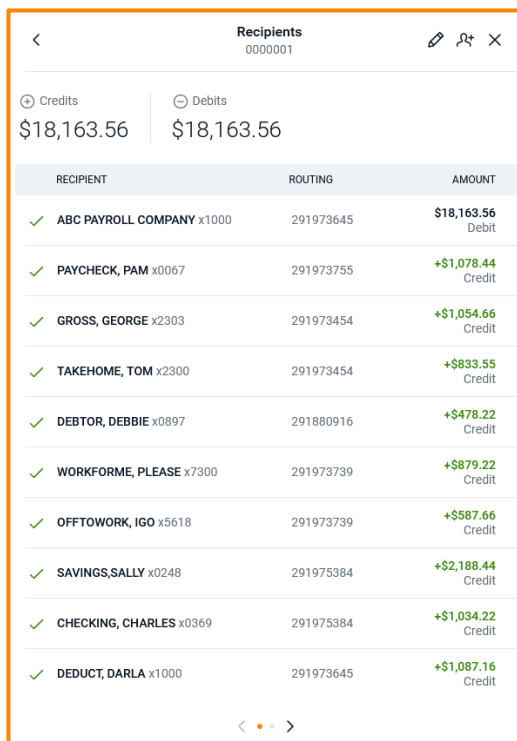
On the ACH menu page you will now see your uploaded batch, you can select it to review:



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



On the Recipients page, you can review the recipients of payments as well as add or edit recipients with the buttons at the top of the review screen:



Once reviews or edits are completed you can select the back arrow or select ACH from the side menu to return to your batch listing.

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

Batch details ... ×

0000001 Ready

⊕ Credits	⊖ Debits	Edit >
\$18,163.56	\$18,163.56	

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 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
\$18,163.56	\$18,163.56

[Show details](#) ▾

Frequency	Once >
Effective date	Feb 27 >

Reset amounts to \$0.00 after processing

[Cancel](#) [Initiate](#)