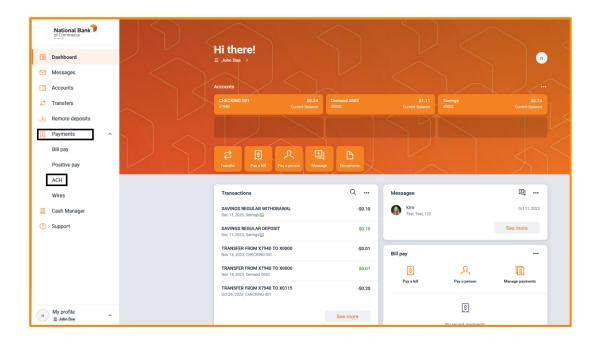
How to Upload an ACH Batch in Banno Business



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

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

Active History	Creat	→ e ACH	ι	1 Ipload AC	ж		taxes
	Febru	ary 2024				(
$\stackrel{{}_{\bullet}}{\hookrightarrow}$ No batches found at this time.	SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29		
	25	26	27	28	29		

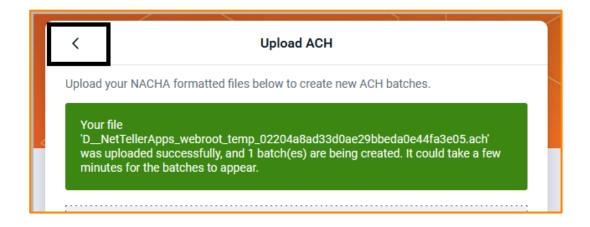
You will have the ability to drag and drop or browse to select your ACH file and upload it. Additionally, you will see your recently uploaded ACH files:

< Upload ACH	
Upload your NACHA formatted files below to create new ACH batches.	
▲ Drag and drop file here, or browse	
Recent uploads (Last 7 days)	Ū
No recent uploads found at this time.	

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

<	Upload ACH	
Upload your NA	ACHA formatted files below to create new ACH batches.	
D_Net	tTellerApps_webroot_temp_02204a8ad33d0ae29bbeda0e44f	a3e05.ach
	Upload	
Recent uploa	ds (Last 7 days)	ĵ
to recent uploa	ads found at this time.	
<	Upload ACH	
Jpload your NA Your file 'DNetTelle was uploade	Upload ACH ACHA formatted files below to create new ACH batches. rApps_webroot_temp_02204a8ad33d0ae29bbeda0e44fa3e0 ed successfully, and 1 batch(es) are being created. It could ta the batches to appear.	
Jpload your NA Your file 'DNetTelle was uploade	ACHA formatted files below to create new ACH batches. rApps_webroot_temp_02204a8ad33d0ae29bbeda0e44fa3e0 ed successfully, and 1 batch(es) are being created. It could ta	
Jpload your NA Your file 'DNetTelle was uploade	ACHA formatted files below to create new ACH batches. rApps_webroot_temp_02204a8ad33d0ae29bbeda0e44fa3e0 ed successfully, and 1 batch(es) are being created. It could ta	
Jpload your NA Your file 'DNetTelle was uploade	ACHA formatted files below to create new ACH batches. rApps_webroot_temp_02204a8ad33d0ae29bbeda0e44fa3e0 ed successfully, and 1 batch(es) are being created. It could ta	
Jpload your NA Your file 'DNetTelle was uploade minutes for t	ACHA formatted files below to create new ACH batches. rApps_webroot_temp_02204a8ad33d0ae29bbeda0e44fa3e0 ed successfully, and 1 batch(es) are being created. It could ta the batches to appear.	

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:

АСН						<	\langle			
Active	History		፬ \$	e	` →		€		į	
BATCH		RECURRING	AMOUNT	Creat	e ACH	ι	Ipload AC	н	Pay	taxes
0000001 Ready ABC F	PAYROLL COMP		\$18,163.56 PPD	Februa	ary 2024				(< >
				SUN	MON	TUE	WED	THUR	FRI	SAT
								1	2	3
				4	5	6	7	8	9	10
				11	12	13	14	15	16	17
				18	19	20	21	22	23	24
				25	26	27	28	29		

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

		Batch details	••• ×
0000001 Re	eady		
⊕ ^{Credits} \$18,163.	.56	⊙	Edit >
Recipients			18 recipients >
Company	ABC F	YAYROLL COMP	
Company ID	14123	345829	
SEC code	PPD		
Description	PAYR	DLL	
Discretionary	ANY		
		Review and initiate	

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:

<	Recipients 0000001	Ø № ×
 ⊕ Credits ⊖ D \$18,163.56 \$18 	^{ebits} 3,163.56	
RECIPIENT	ROUTING	AMOUNT
✓ ABC PAYROLL COMPANY >	(1000 291973645	\$18,163.56 Debit
PAYCHECK, PAM x0067	291973755	+\$1,078.44 Credit
✓ GROSS, GEORGE x2303	291973454	+\$1,054.66 Credit
✓ TAKEHOME, TOM x2300	291973454	+\$833.55 Credit
JEBTOR, DEBBIE x0897	291880916	+\$478.22 Credit
✓ WORKFORME, PLEASE x73	291973739	+\$879.22 Credit
✓ OFFTOWORK, IGO x5618	291973739	+\$587.66 Credit
SAVINGS, SALLY x0248	291975384	+\$2,188.44 Credit
CHECKING, CHARLES x036	59 291975384	+\$1,034.22 Credit
JEDUCT, DARLA x1000	291973645	+\$1,087.16 Credit
	< •• >	

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 Re	ady		
⊕ ^{Credits} \$18,163.	56	⊝ ^{Debits} \$18,163.56	Edit >
Recipients			18 recipients >
Company	ABC P/	AYROLL COMP	
Company ID	141234	45829	
SEC code	PPD		
Description	PAYRO	LL	
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	