Debit Batch Creation

Payments & Transfers ⌄   Reports ⌄   Other Services ⌄

ACH Payments

Activity

NACHA File Import

Consumer (PPD)

  Payroll

  Credit Batch

  Debit Batch

  Collect Payment

Commercial (CCD)

  Credit Batch

  Debit Batch

Bill Payments

Pay Bills

Wire Transfers

Pending Wire Transfers

New Wire

Repetitive Wire

Wire Transfer History

Tax Payments

Pending Tax Payments

New Tax Payment

Tax Payment History

Account Transfers

Single Transfer & Activity

Multiple Transfers

Transfer History

Templates

Transfer Templates

Payments & Transfers ⌄   Other Services ⌄

ACH Payments
Activity
New ACH Payment
NACHA File Import

Bill Payments
Pay Bills

Wire Transfers
Activity
New Wire
Repetitive Wire
Wire Transfer History

Tax Payments
Activity
New Tax Payment
Tax Payment History

Other Helpful Links
Request Cash Management Services

ACH Wizard

Collect Payment - Written Authorization - PPD

Step 1 Batch Header	Step 2 Batch Items	Step 3 Review & Submit

Batch Type [PPD Debit ▾] ⓘ   Batch Name [ ]   Description [ ]

Enter Account Information

Settlement Account [Select a Settlement Account ▾]

Settlement Type   Summary Settlement

[Tax ID ▾]   [123456788]

Company Name   [Demo Cash Manag]

+ Discretionary Data

Schedule Batch

Frequency [Occasional Payment ▾]
One Time ☐

Period [Once ▾]

Effective Date [MM/DD/YYYY] 📅

[Cancel] [Save & Exit] [Next]

Create Payment
Set up this payment type

● **Payment**

● Recipients

● Processing Details

● Review & Submit

What would you like to do?

○ Send a payment
Amount(s) will be credited to recipient account(s)

● Collect a payment
Amount(s) will be debited from recipient account(s)

Who would you like to collect from?

○ Individual
Consumers or employees

● Business
Vendors or other businesses

[Next]

ACH Wizard

PPD Debit ACH Batch

Step 1	Step 2	Step 3
Batch Header	Batch Items	Review & Submit

Look up Routing Number

[Import Items] [Create Prenote Batch]

⚠ This batch (id [17721346]) has no batch items.

Trace #	R&T Number	Account Number	Account Type	Consumer Name	ID	Hold	Amount	Prenote
Item 1	071105002	222222	Checking ⌄	Demo Cash Manag	54321	☐	$ 0.50	

Addenda:

Add Recipients

Add recipients and amounts for this payment. All changes are saved automatically.

● Payment

Collect from a business (CCD)

◉ Recipients

● Processing Details

● Review & Submit

🔍 Search recipient name or contact ID

[Add Recipients ⌄]

☐ Name ⌄	Contact ID	Account Type ⌄	Account # ⌄	Routing # ⌄	Hold ⌄	Amount ⌄

No recipients yet. Use the Add Recipient button to begin.

Total $0.00

[Next] Finish Later

Add Recipients ˅

⊕ Add Recipients

⊕ Import Recipients

ᵗ

Add Recipient – New Screen

Add Recipient ✕

Recipient Name
Business Test 1

Contact ID (optional)

Account Type
Checking ˅

Account Number
123456789

Routing Number
071105002

Routing Lookup ⧉

Amount

$ 1.00

⊕ **Add Addenda**

Save   **Save & Add Another**

Click "Save"

Processing Details

ACH Cut-Off Times: 8am, 2:30pm CDT

- ● Payment
  - Collect from a business (CCD)

- ● Recipients
  - 1 Recipient
  - $1.00

- ◉ **Processing Details**

- ● Review & Submit

Deposit To

Value Checking Account 222222 ⌄

Payment is deposited into this account (Balance: -$503.00)

Company ID

Tax ID ⌄

ID #
123456789

Must be 9 digits

Company Name

Demo Cash Manage

Memo (optional)

Enter memo

Payment Frequency

Single ⌄

Payment Date ⓘ

📅 3/31/2023

Next   Finish Later

Review & Submit

Review payment and submit for processing

● **Payment**

Collect from a business (CCD)

● **Recipients**

1 Recipient
$1.00

● **Processing Details**

Single Payment
Payment Date 03/31/2023
To Value Checking Account *2222

◉ **Review & Submit**

Add a name and description for this payment

Payment Name
Test 5

Payment Description (optional)
3/14/23| 7/30

☐ Send prenotes for newly added recipients ⓘ

Submit Payment   Finish Later

✕

✓

Payment Submitted

Your payment is pending approval

Payment requires 1 more approval. Approve by 03/29/2023 at 02:30 pm CST

Funding Account
Value Checking Account *2222

To
Tester 4

Payment Date
3/30/2023

Frequency
Single

Amount
$1.00

Tracking #
15558168

Notify Approver(s)

⬇ Export

ACH Payment List – New Screen

ACH Payments Show cut-off times ⌄

ACH Payment ⌄

Selected Focus Customer: Demo Cash Management -Focus / John Doe (DemoCM)

🔍 Search name or tracking #

Filter | Payment Date ⌄   Account ⌄   Recipient ⌄   Type ⌄   Status ⌄   Amount ⌄   ⚪ Only show items needing action

	Pmt Date ▼	Name ▼	Tracking # ▼	From	To	Type ▼	Status ▼	Amount	
⌄ ☐	3/31/2023	Test 5	15559202	Business Test 1	Value Checking Account *2222	Collection Business	⚠ Needs 1 Approval Approve by 03/30/2023 at 02:30 pm CDT	$1.00 DR	⋮
⌄ ☐	3/31/2023	Payroll	15558168	Value Checking Account *2222	Tester 4	Payment Individual	⚠ Needs 1 Approval Approve by 03/29/2023 at 02:30 pm CDT	$1.00 CR	⋮
⌄ ☐	3/31/2023	TEST PR	15557544	Value Checking Account *2222	TESTER 1	Payment Business	⚠ Needs 1 Approval Approve by 03/29/2023 at 02:30 pm CDT	$0.50 CR	⋮

Showing 3 results.