Processing a Credit Batch
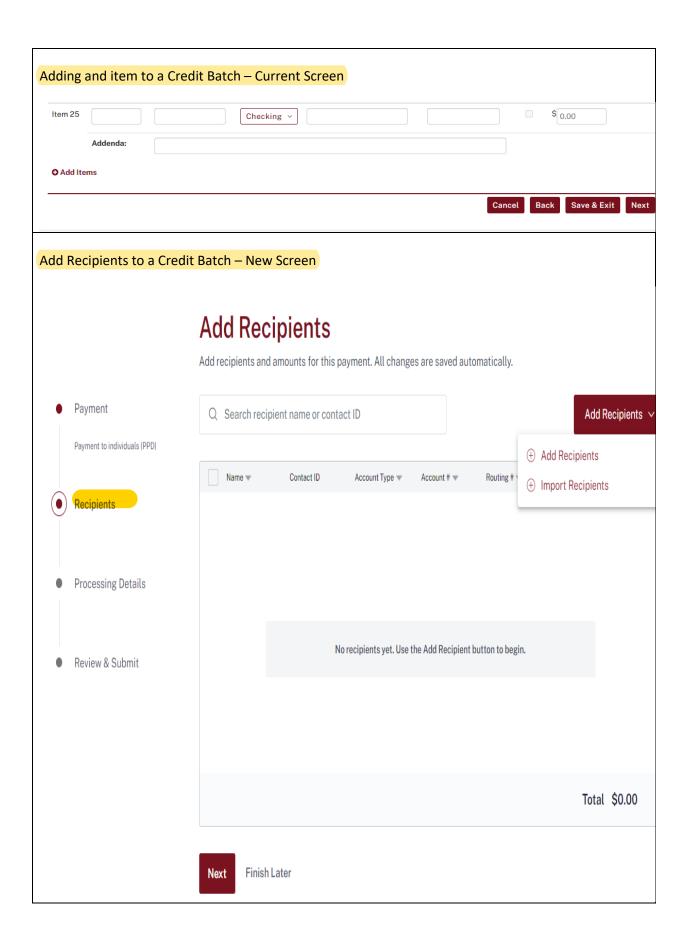
Creating a Credit Batch – Current Screen

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

Other Helpful Links
Request Cash Management Services

Creating a Credit Batch – New Screen

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

Creating a Credit Batch Before Using the Wizard – Current Screen

Overview	Accounts ˅	Payments & Transfers ˅	Reports ˅	Other Services ˅

ACH Cut-off Time: 8am, 2:30pm C

ACH Wizard

PPD Credit ACH Batch

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

Batch Type [PPD Credit ˅] ⓘ   Batch Name [Payroll]   Description [　　　　　　]

Enter Account Information

Settlement Account [Value Checking Account ... ˅]
Balance: $2.00

Settlement Type   Summary Settlement

[Company ID ˅] [123456788]

Company Name [Demo Cash Manag]

＋ Discretionary Data

Schedule Batch

Frequency [Occasional Payment ˅]
One Time ☐

Period [Once ˅]

Effective Date [03/31/2023] 📅

[Cancel] [Save & Exit] [Next]

Creating a Credit Batch – New Screen

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)

Whom would you like to pay?

🔘 Individual
Consumers or employees

⚪ Business
Vendors or other businesses

[Next]

Item 25 [ ] [ ] Checking ∨ [ ] [ ] ☐ $ 0.00

Addenda: [ ]

⊕ **Add Items**

Cancel   Back   Save & Exit   Next

Add Recipients

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

● Payment

Payment to individuals (PPD)

◉ Recipients

● Processing Details

● Review & Submit

🔍 Search recipient name or contact ID

Add Recipients ∨

⊕ Add Recipients

⊕ Import Recipients

☐	Name ▼	Contact ID	Account Type ▼	Account # ▼	Routing # ▼

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

Total $0.00

Next   Finish Later

Add Recipient ✕

Recipient Name
Tester 4

Contact ID (optional)

Account Type
Checking ⌄

Account Number
12345678

Routing Number
071105002

Routing Lookup ⬀

Amount

$ 1.00

⊕ **Add Addenda**

Save   **Save & Add Another**

Processing Details

Review & Submit

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

   Payment to individuals (PPD)

● Recipients

   1 Recipient
   $1.00

● Processing Details

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

○ **Review & Submit**

Add a name and description for this payment

Payment Name

Payment Description (optional)

☐ Send prenotes for newly added recipients ⓘ

Submit Payment   Finish Later

Review & Submit
Review payment and submit for processing

● Payment

   Payment to individuals (PPD)

● Recipients

   1 Recipient
   $1.00

● Processing Details

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

○ **Review & Submit**

Add a name and description for this payment

Payment Name
Payroll

Payment Description (optional)
3/4/23   6/30

☐ 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 – Current Screen

| Overview | Accounts ⌄ | **Payments & Transfers** ⌄ | Reports ⌄ | Other Services ⌄ | | ? |

ACH Payments Show cut-off times ⌄

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	Payroll	17676528	Value Checking Account *2222	Tester 4b	ACH Payment	Approved Processing begins on 03/29/2023 Show More ⌄	$1.00 CR	⋮

‹ (1) ›

Showing 1-1 of 1 results.   Rows per page   10 ⌄

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 PR	15557544	Value Checking Account *2222	TESTER 1	Payment Business	⚠ Needs 1 Approval Approve by 03/29/2023 at 02:30 pm CST	$0.50 CR	⋮
› ☐	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 CST	$1.00 CR	⋮

Showing 2 results.