

How to Upload an ACH Batch in Banno Business

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



Dashboard

Messages

Accounts

Transfers

Remote deposits

Payments

Positive pay

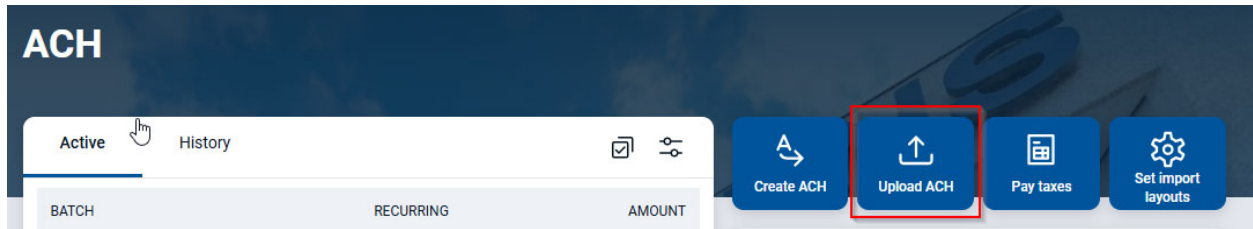
ACH

Wires

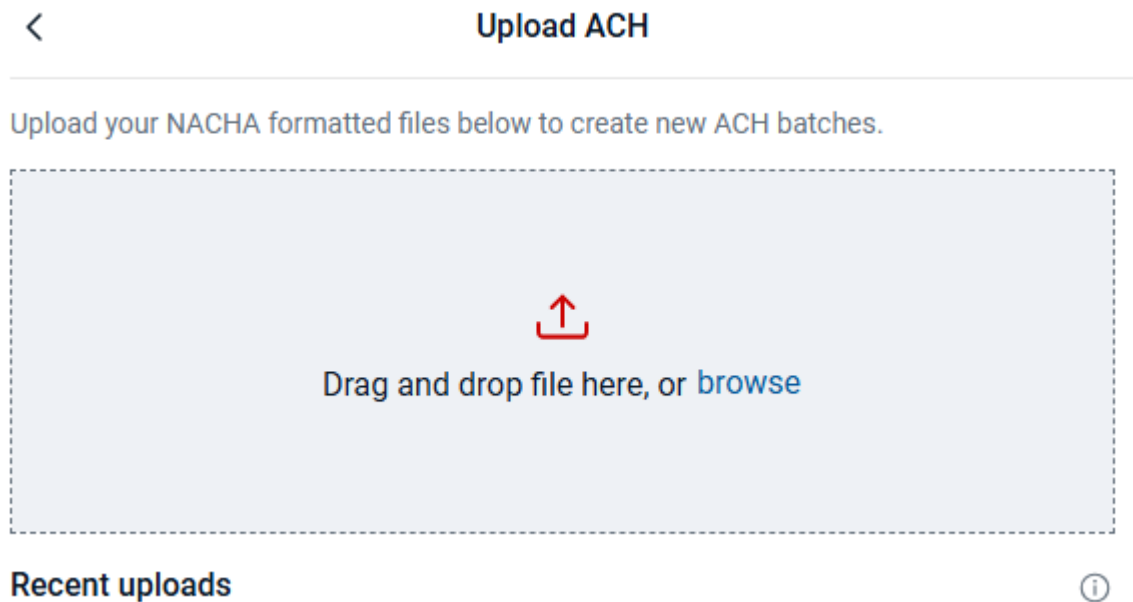
Cash Management

Support

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.

< **Upload ACH**

Upload your NACHA formatted files below to create new ACH batches.


Your file '3 PAYROLL.fed' was uploaded successfully, and 1 batch(es) are being created. It could take a few minutes for the batches to appear.


Drag and drop file here, or [browse](#)

Recent uploads (i)


3 PAYROLL.fed	3/19/2025 12:52 PM	Queued
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Hit the back arrow or select ACH from the side menu to return to your batch listing:

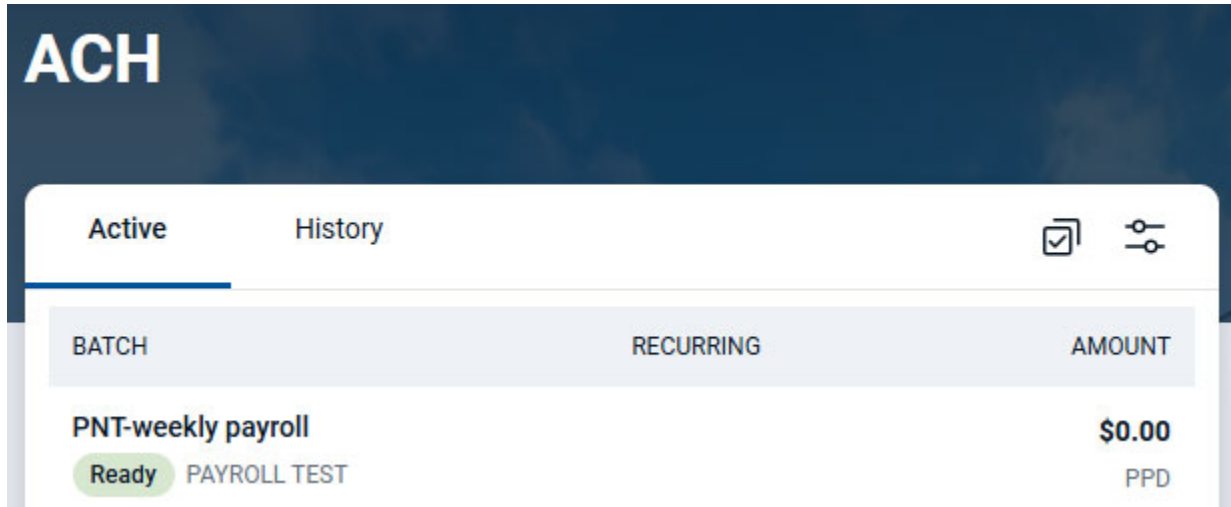
 **Upload ACH**

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Your file '3 PAYROLL.fed' was uploaded successfully, and 1 batch(es) are being created. It could take a few minutes for the batches to appear.



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:

PNT-weekly payroll Ready

+ Credits

\$0.00

- Debits

\$0.00

Recipients

[2 recipients >](#)

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:

Recipients

2 recipients >

Company	PAYROLL TEST
Company ID	9999999
SEC code	PPD
Description	PAYROLL
Discretionary	PAYROLL
Batch restricted ⓘ	No

 Attach to a conversation

Mark as pending

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:

[Show details](#) 

Effective date

Mar 26 

Reset amounts to \$0.00 after processing

Cancel

Initiate