




How to Create 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

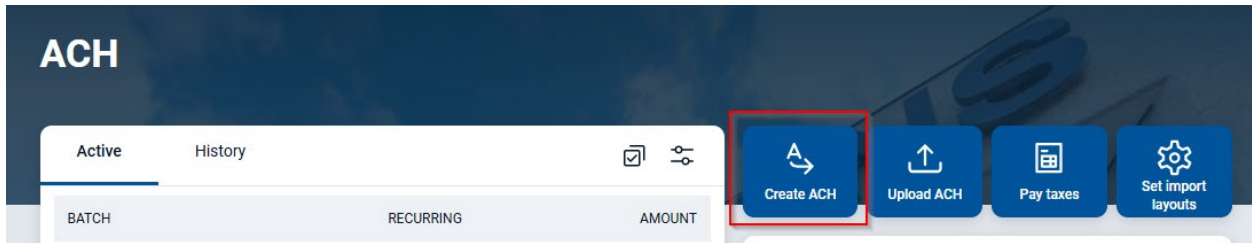
ACH

Wires

 Cash Management

 Support

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



Create your Batch name and select your ACH Company:

< **Create ACH**

Batch name

Company [Select company >](#)

[Cancel](#) [Create batch](#)

The system will show the below screen, to add recipients select **Add recipients** at the bottom of the menu:

< **Create ACH**

Batch name

Company PAYROLL TEST >

Company ID 2222222222 >

SEC PPD >

Entry description PAYROLL >


Discretionary data PAYROLL >



Recipients **Add recipients** >




Restrict batch ⓘ


Cancel **Create batch**

On the Recipients entry screen, enter the required payment information. If there are multiple recipients select the Add another recipient option. As a reminder, batches must be balanced, and you will need to add a corresponding debit/credit to your account at CNB:

< **Recipients** 

New recipient  

<input type="text" value="Recipient name"/>	<input type="text" value="Amount \$ 0.00"/>	<input type="text" value="Credit/Debit Credit"/> 
<input type="text" value="Account number"/>	<input type="text" value="Routing number"/> 	<input type="text" value="Account type Account type"/> 

Optional fields  Prenote Hold

[+ Add another recipient](#)

Save recipient

Once recipient entry is completed, select Save recipient. The screen will take you back to the creation page and the option to Create batch will be available to select:

< **Create ACH**

Batch name

Company PAYROLL TEST >

Company ID 2222222222 >

SEC PPD >

Entry description PAYROLL >

Discretionary data PAYROLL >

Recipients **1 recipient** >

Restrict batch ⓘ

You will return to the ACH menu and select the file you created:

The screenshot shows a user interface for the ACH menu. At the top left, the word "ACH" is displayed in large white letters on a dark blue background. Below this, there are two tabs: "Active" (which is selected and underlined) and "History". To the right of the tabs are two icons: a checkmark in a box and a settings gear icon. Below the tabs is a table with three columns: "BATCH", "RECURRING", and "AMOUNT". The table contains one row of data. The "BATCH" column contains the text "PNT-weekly payroll" and a green pill-shaped status indicator labeled "Ready" followed by the text "PAYROLL TEST". The "RECURRING" column is empty. The "AMOUNT" column contains the text "\$0.00" and "PPD" below it.

BATCH	RECURRING	AMOUNT
PNT-weekly payroll Ready PAYROLL TEST		\$0.00 PPD

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

Batch details ... ✕


test Ready

⊕ Credits \$1.00	⊖ Debits \$1.00
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[Edit >](#)

Recipients 2 recipients >

Company	NETTELLER TEST
Company ID	222222222
SEC code	PPD
Description	PAYROLL
Discretionary	PAYROLL
Batch restricted ⓘ	No

 [Attach to a conversation](#)

Mark as pendingReview and initiate

The following screen will give you the option to select the 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

test

⊕ Credits

\$1.00

⊖ Debits

\$1.00

Company	NETTELLER TEST
Company ID	222222222
SEC code	PPD
Description	PAYROLL
Discretionary	PAYROLL
Batch restricted ⓘ	No

Hide details ^

Effective date Mar 26 >

Reset amounts to \$0.00 after processing

Cancel

Initiate