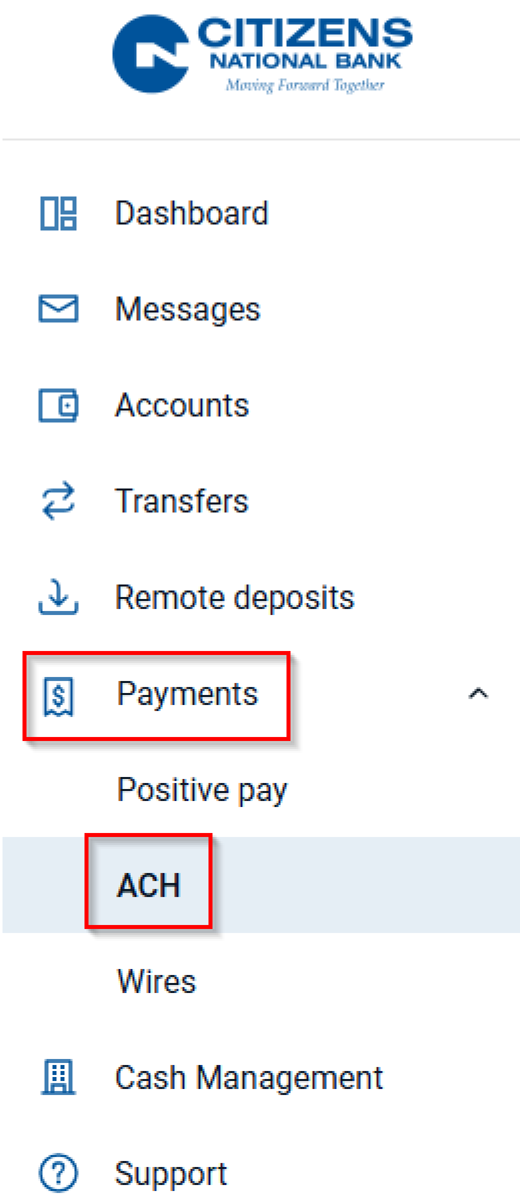
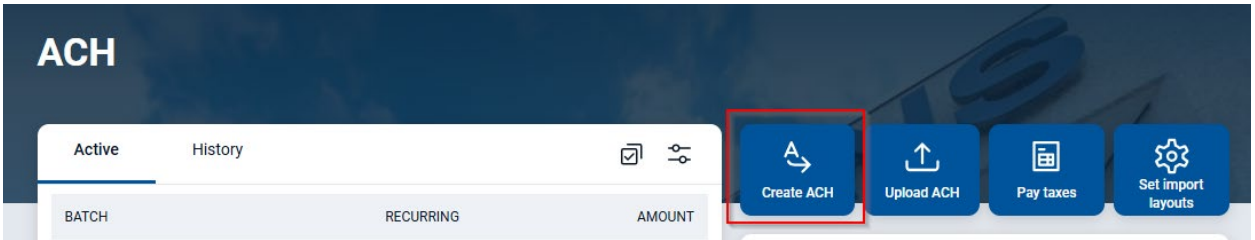
How to Create an ACH Batch in Banno Business

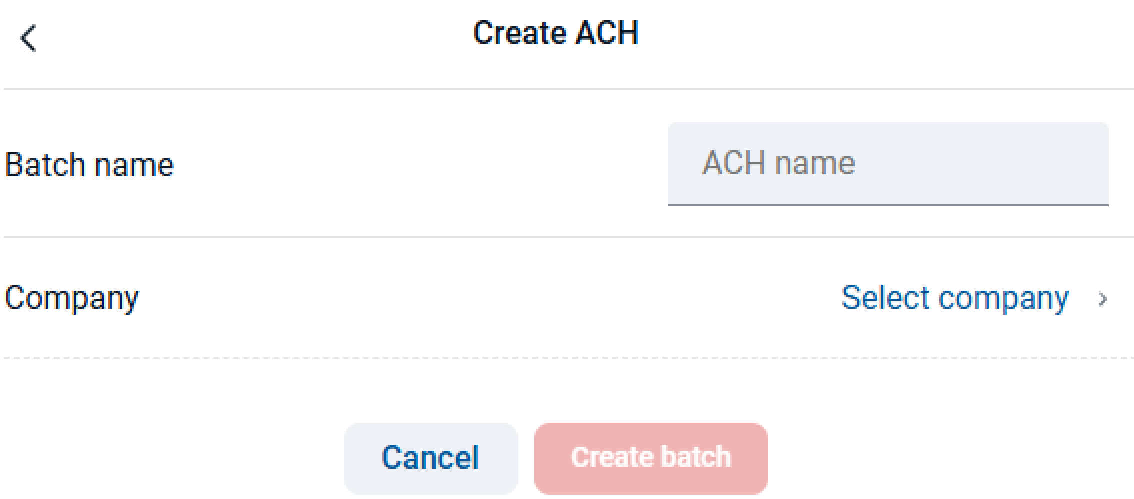
Navigate to the **Payments** drop-down menu and select **ACH**:



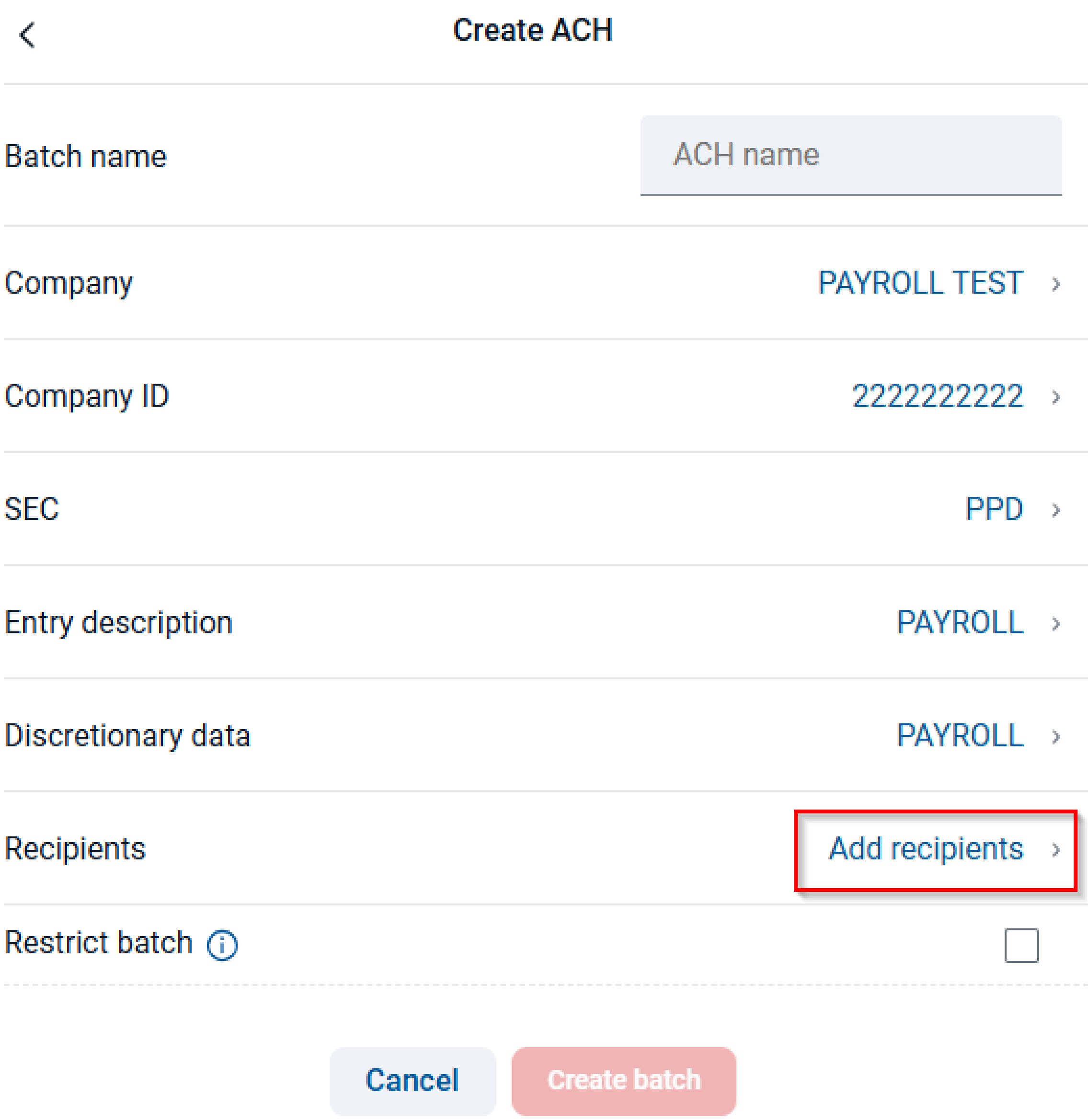
On the ACH menu screen, select the **Create ACH** button:



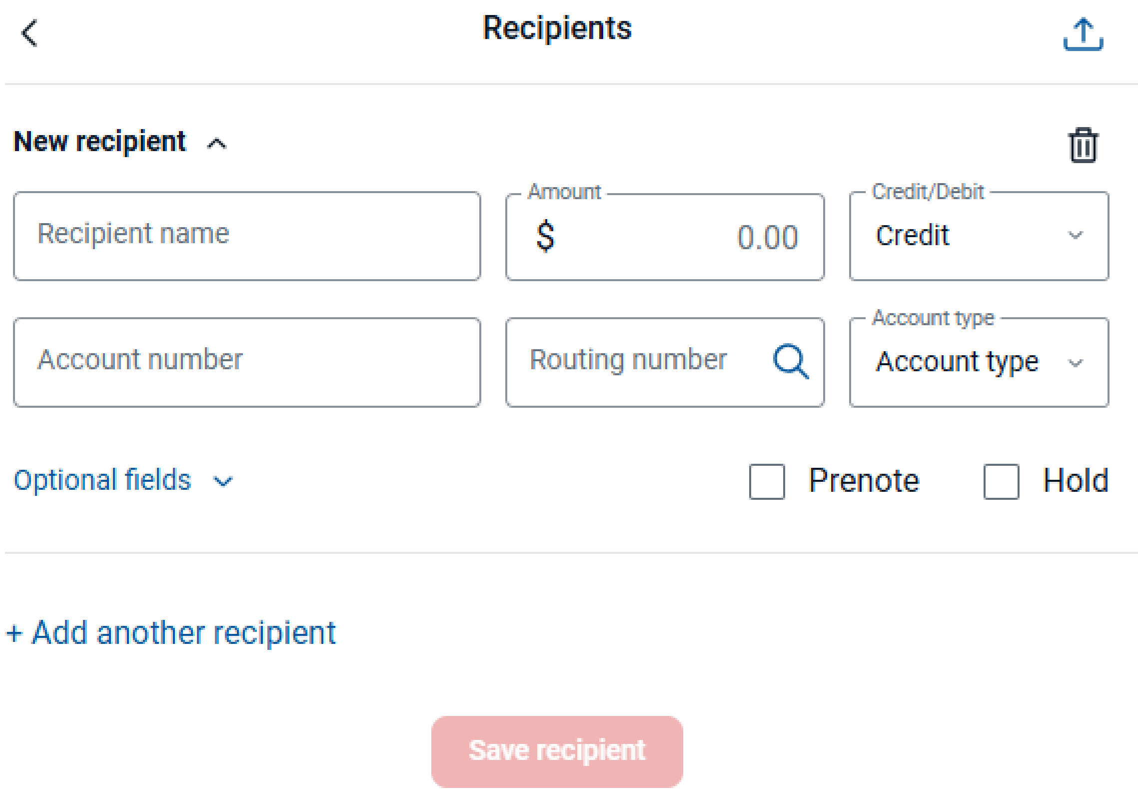
Create your Batch name and select your ACH Company:



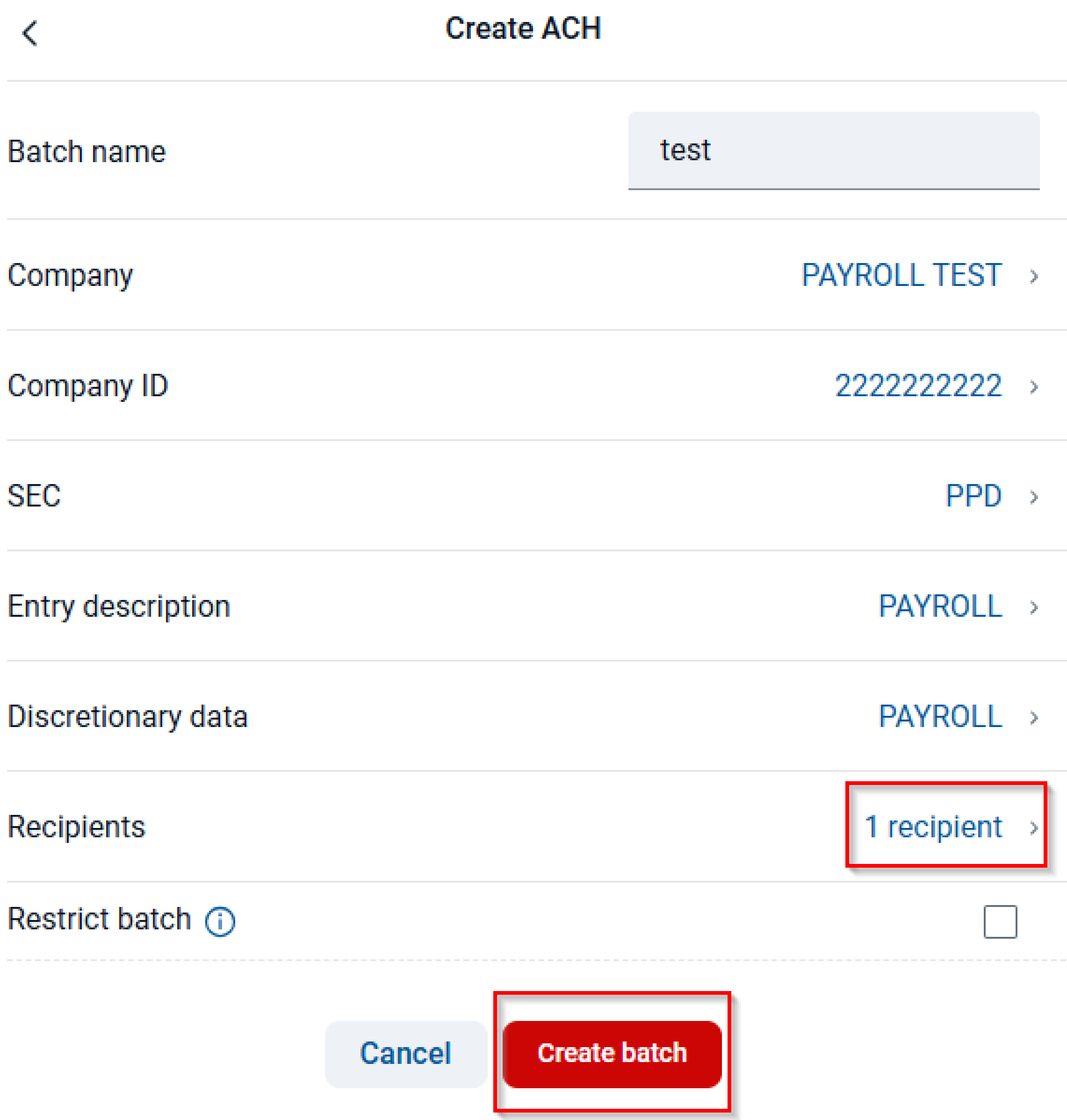
The system will show the below screen, to add recipients select **Add recipients** at the bottom of the menu:



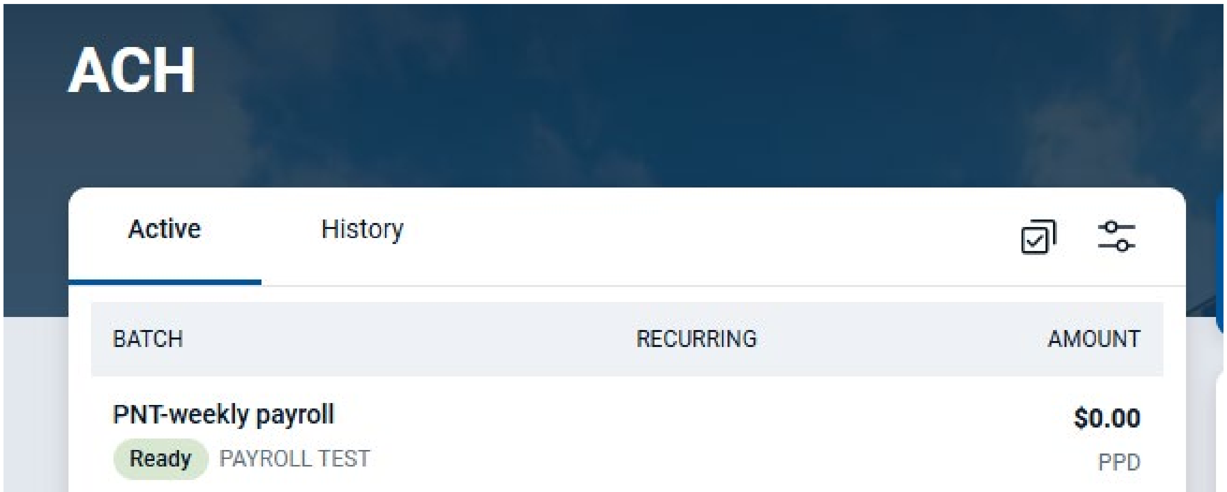
On the Recipients entry screen, enter the required payment information. If there are multiple recipients select the Add another recipient option. As a reminder, batches must be balanced, and you will need to add a corresponding debit/credit to your account at CNB:



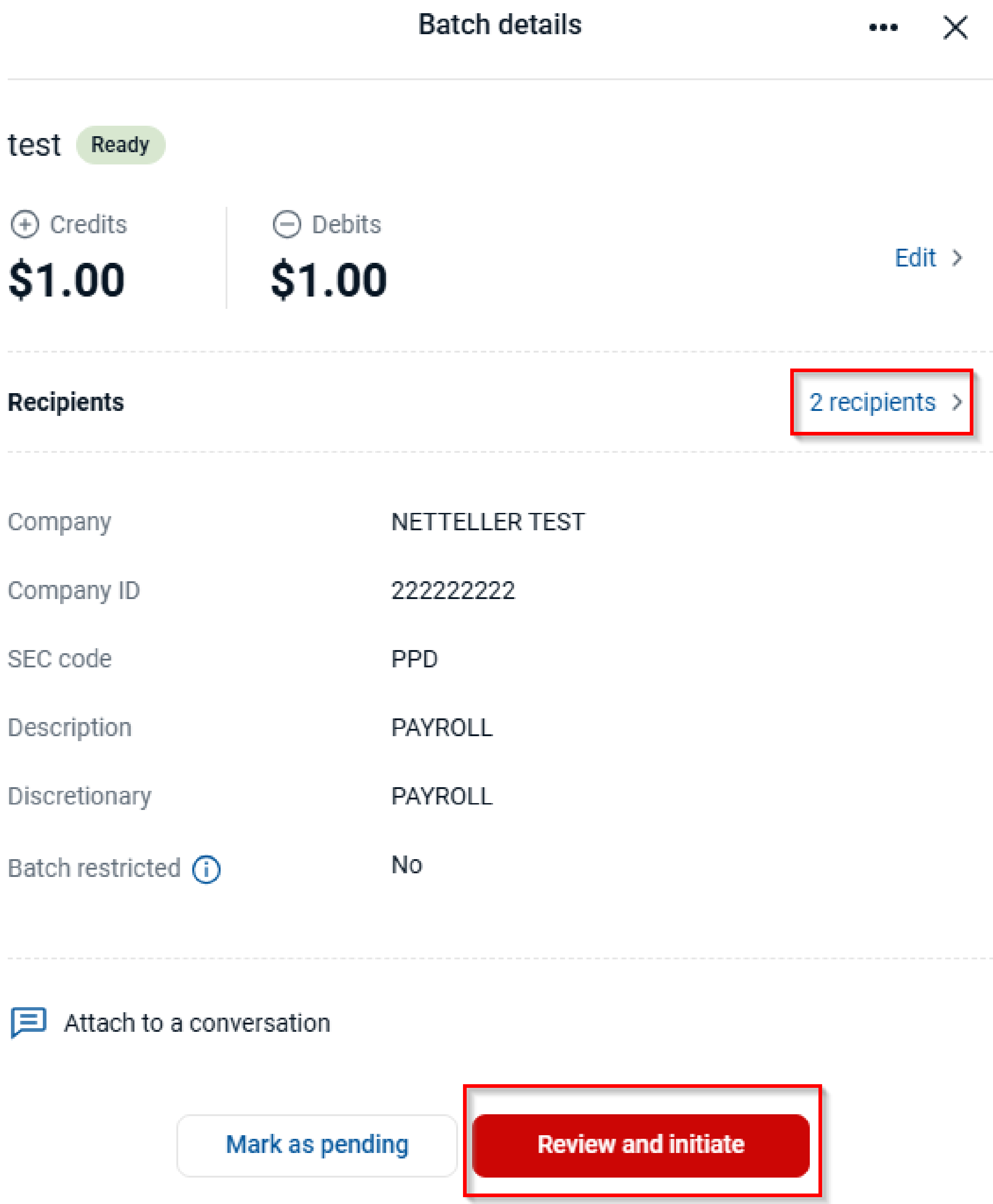
Once recipient entry is completed, select Save recipient. The screen will take you back to the creation page and the option to Create batch will be available to select:



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



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



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: