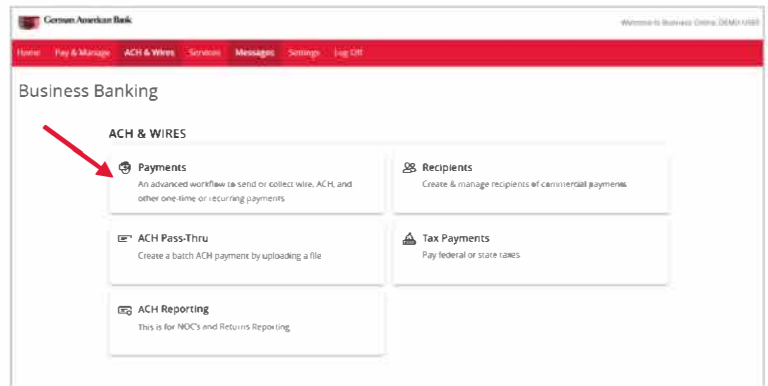
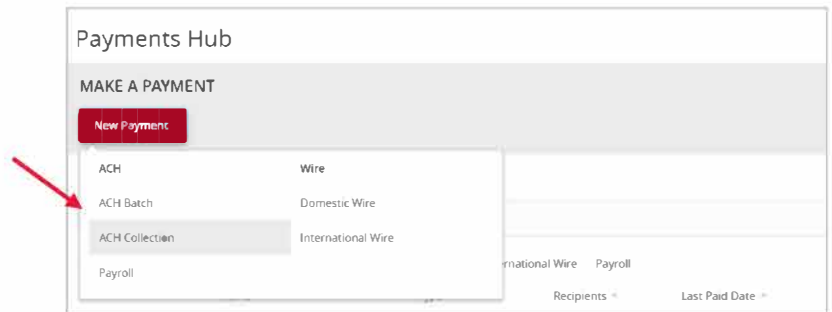


1. Select the 'ACH & Wires' menu and then select 'Payments'.



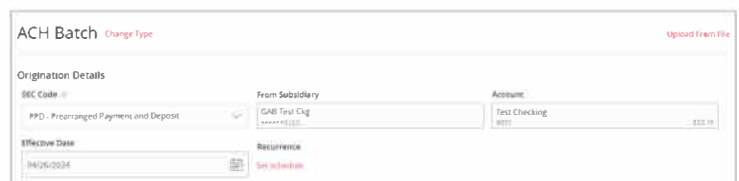
1. Select the desired transaction type within the 'New Payment' drop down menu.



2. Select the desired ACH Class Code.


NOTE: Payroll transactions will automatically default to an ACH Class Code of PPD.

- a. PPD class code - Personal
 - b. CCD class code - Corporate
3. Select the 'Subsidiary'.
 4. Select the offset 'Account'.
 5. Select the 'Effective Date'.



The screenshot shows the 'ACH Batch' form. The 'Origination Details' section includes the following fields: 'PPD Code' (PPD - Prearranged Payment and Deposit), 'From Subsidiary' (GAB Trust Co), 'Account' (Test Checking), 'Effective Date' (04/26/2024), and 'Recurrence' (Set Schedule). There is also an 'Upload From File' button in the top right corner.

6. Click 'Set schedule' to set up the transaction in a recurring series if needed.




ACH Batch Change Type Upload from file

Origination Details

SEC Code From Subsidiary Account

Effective Date Recurrence [Set @ Recurrence](#)

7. Select how often the transaction should repeat.



Schedule Recurring Transaction

How often should this transaction repeat?

☐ 1st Of The Month
 ☐ Every Other Week

☐ Last Day Of The Month
 ☒ Monthly

☐ 1st & 15th Of The Month
 ☐ Quarterly

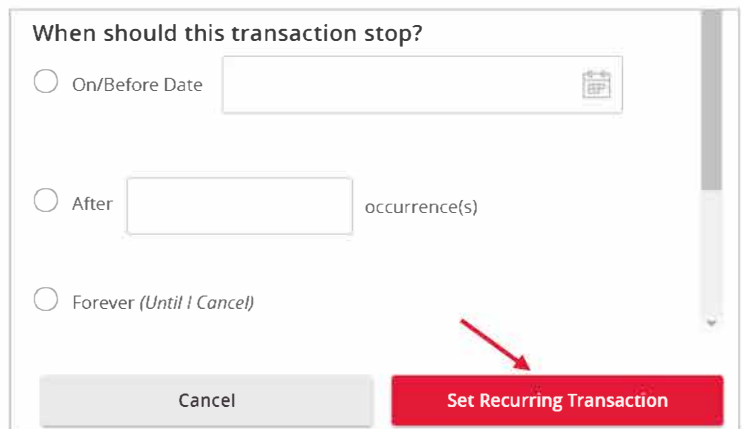
☐ 15th & Last Day Of The Month
 ☐ Semi-Annually

☐ Daily (Monday - Friday)
 ☐ Yearly

☐ Weekly

8. Designate when the transaction should stop.
 - a. Click the 'Forever (Until I cancel)' to setup an indefinite recurrence.
 - b. Click the calendar and select a date to designate a specific date to stop the recurrence.
9. Click 'Set Recurring Transaction' to save the recurrence setup.

NOTE: Steps 6-9 are optional.



When should this transaction stop?

☐ On/Before Date

☐ After occurrence(s)

☐ Forever (Until I Cancel)

10. Click the '+Add multiple recipients' link to select multiple recipients at one time.

Recipients (1)

Filters: All Pre-Notes

+ Add multiple recipients

11. Select the desired recipients and click 'Add' when done.

SELECT MULTIPLE RECIPIENT ACCOUNTS

[Select All](#) | [Clear All](#)

<input checked="" type="checkbox"/> 111111111111 (111... Checking 4737986634	<input type="checkbox"/> Alicia Berry Checking 112233	<input type="checkbox"/> chris test Checking 1122
<input checked="" type="checkbox"/> ACH Recipient Checking 123456789	<input type="checkbox"/> Alicia Berry Checking 112233	<input type="checkbox"/> chris test Checking 1122
<input type="checkbox"/> ACH Recipient Savings 113231321	<input checked="" type="checkbox"/> Another Recipient Savings 987654321	<input type="checkbox"/> Cisco Oil Checking 4567
<input type="checkbox"/> ADVANTIX DEVELOP... Checking 1075701901	<input checked="" type="checkbox"/> Building Owner LLC (... Savings 108273335	<input type="checkbox"/> Cisco Systems + Cont... Checking 789456
<input type="checkbox"/> Alicia Berry Checking 7115288	<input type="checkbox"/> Catherine Test (4567... Savings 1001558020	<input type="checkbox"/> Clover Food Delivery Checking 467979

< 1 of 5 >

Cancel

Add (4)

12. Select an existing recipient from the drop-down menu or select '+New Recipient' to create a new recipient.

NOTE: Reference the 'Recipient Management' setup document for information regarding the setup of a new recipient.

Recipient/Account

Search by name or account.

+ New Recipient

111111111111

111111111111 (1111111111111111)

Checking 4737986634

13. Enter the dollar amount for each transaction.

NOTE: Leave the dollar amount as \$0.00 for any transaction that needs to be sent as a prenote.

14. Review the information on the screen for accuracy and then select 'Approve' to authorize the transactions or 'Draft' to only draft the transactions.

Recipient/Account	Amount
ACH Recipient: Checking 123456789	\$ 900.00
ACH Recipient: Checking 123456789	\$ 250.00
ACH Recipient: Savings 987654321	\$ 0.00
Building Owner LLC (8875912) Savings 987654321	\$ 750.00
Clover Food Delivery Checking 456789	\$ 0.00
+ Add another recipient	

\$1,500.00
3 payments (2 for \$0.00)

Cancel Draft Approve