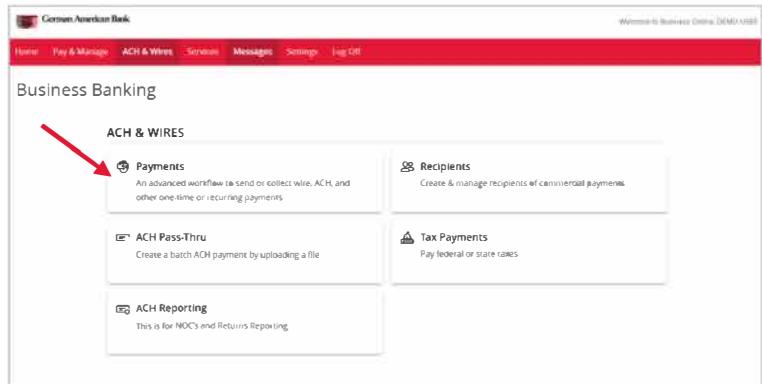


1. Select the 'ACH & Wires' menu and then select 'Payments'.



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'.



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



ACH Batch [Change Type](#) [Upload from file](#)

Origination Details

SAC Code: PPD - Prearranged Payment and Deposit  
From Subsidiary: GAB Test Ctg  
Account: Test Checking

Effective Date: 04/26/2024 [Set Schedule](#)

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?

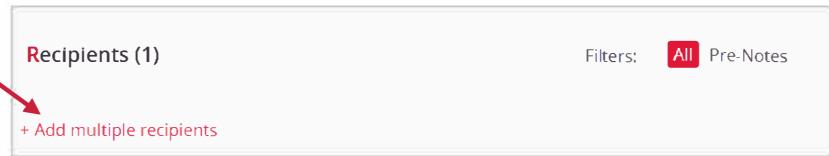
On/Before Date

After  occurrence(s)

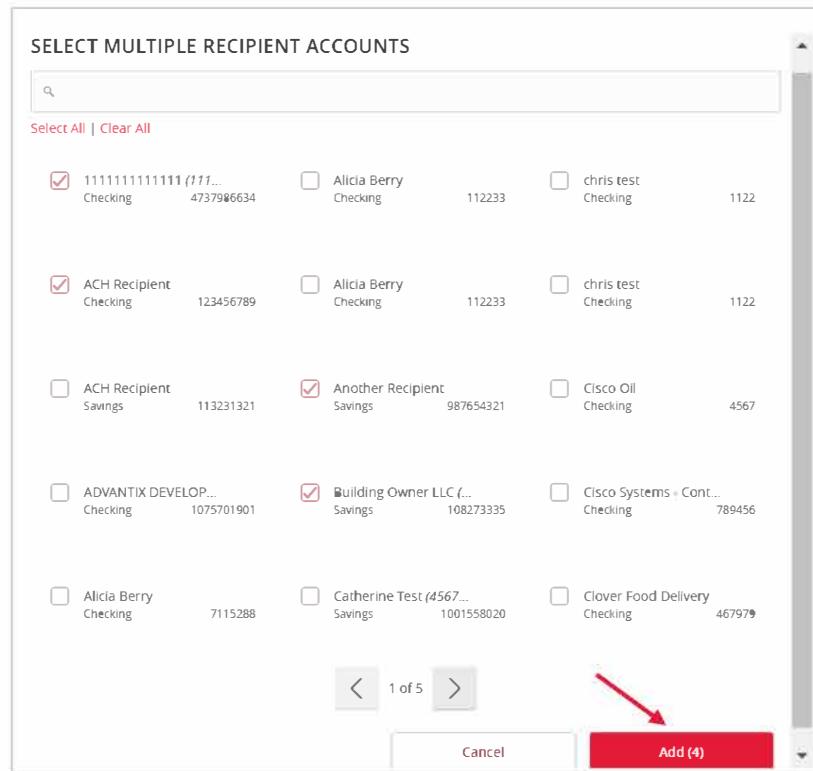
Forever (Until I Cancel)

[Cancel](#) [Set Recurring Transaction](#)

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



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



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** 

11111111111111	11111111111111 (11111111111111)	4737986634
Checking		

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	\$ 900.00
ACH Recipient Checking	\$ 250.00
Another Recipient: Savings	\$ 0.00
Building Owner LLC (8815912) Savings	\$ 750.00
Clover Food Delivery Checking	\$ 0.00

*+ Add another recipient*

\$1,500.00 

Cancel **Approve** Draft