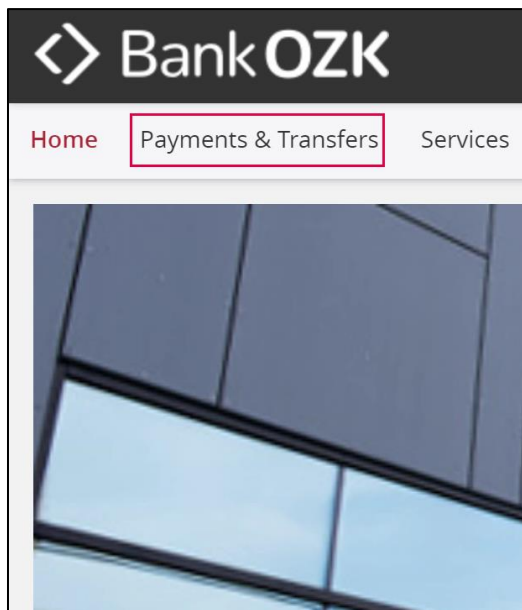# ACH Batch

This guide is designed to assist users with setting up ACH Batch payments.
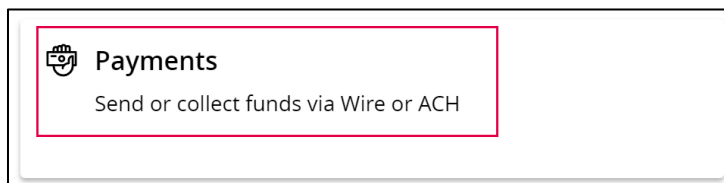
Questions beyond this information should be directed to the Customer Care Center (CCC) at 501-319-6138.
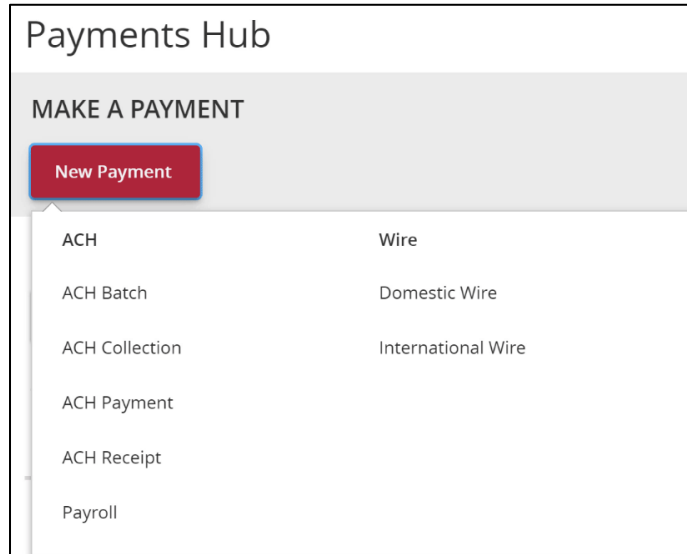
Navigating to the Payments Hub

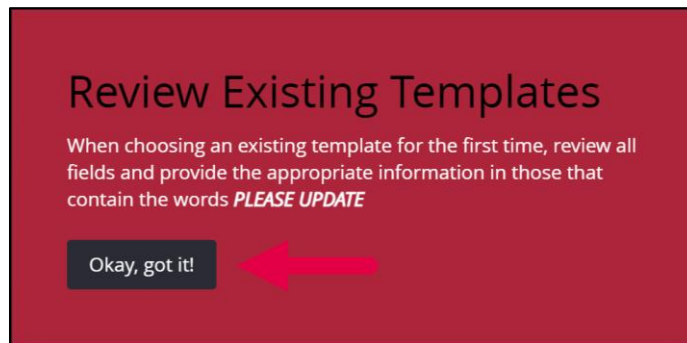1. From the Home page, select **Payments and Transfers**.

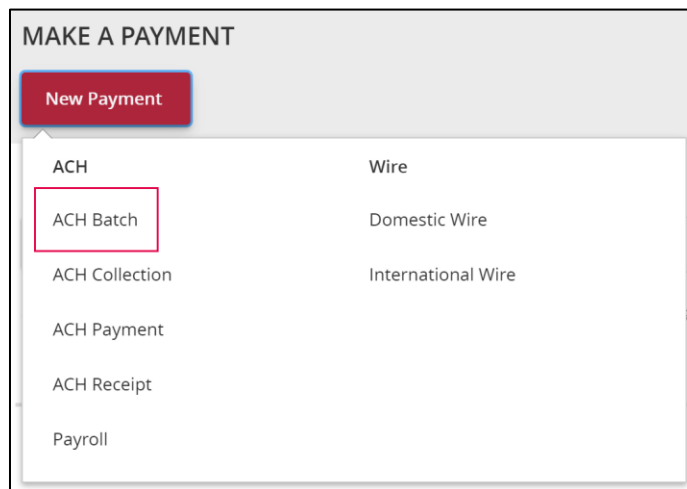2. Select **Payments**.

The **Payments Hub** displays.

3. Read the pop-up reminder and select **Okay, got it!**

Setting up a New ACH Batch Payment

1. Click **New Payment** and select **ACH Batch**.

The **ACH Batch** page displays.

2. Select the SEC code from the **SEC Code** drop-down menu.

> **NOTE:** All ACH transactions require you to enter an SEC code except for Payroll.

3. You can also hover over the question mark to reveal the acceptable SEC Code types.

4. Select the **Originator** from the drop-down menu.

Origination Details

From Originator

🔍 Search by name

ABC Marketing Incorporated
*****9456

5. Select the **Account** from the list that populates in the search field.

Account

🔍 Search by name or number

Tina
521 $102.39

Showing 5 of 6 items.

6. Select the **Effective Date** from the calendar.

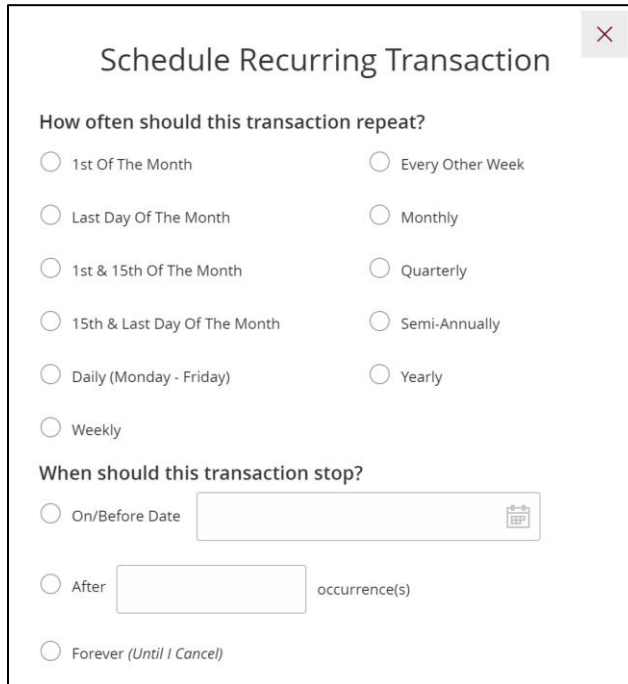Effective Date(?)

📅

ⓘ Format: mm/dd/yyyy

< June > < 2024 >

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	TODAY 20	21	22
23	24	25	26	27	28	29
30						

<>Bank**OZK**
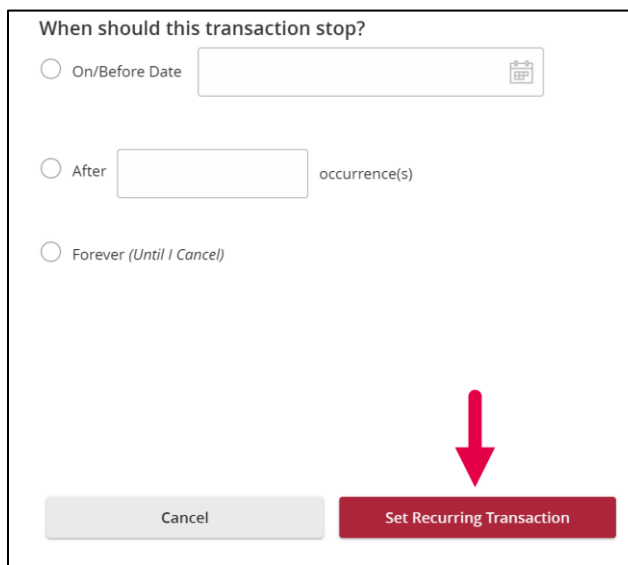
7. If the payment is recurring, select **Set Schedule**.

Recurrence
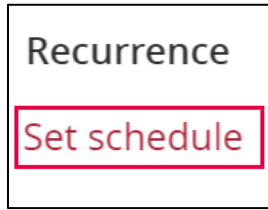
Set schedule

8. Complete the appropriate fields if **Set schedule** was selected.

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

When should this transaction stop?

○ On/Before Date [   ]

○ After [   ] occurrence(s)

○ Forever *(Until I Cancel)*

9. Select **Set Recurring Transaction**.

When should this transaction stop?

○ On/Before Date [   ]

○ After [   ] occurrence(s)

○ Forever *(Until I Cancel)*

[Cancel]   [**Set Recurring Transaction**]

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Adding Recipients

1. Select the **Recipient/Account**.

> **NOTE:** For more information on adding multiple recipients, please see Adding Multiple Recipients.

The recipient is added.

2. If the recipient is not already in the system, select **New Recipient**.

3. Complete the required fields.

4. Enter the dollar amount.

5. Check **Notify Recipient** if you wish to notify the recipient.

Adding Multiple Recipients

1. Select **Add multiple recipients**.

2. Select the recipients from the menu and click **Add**.

3. Enter the dollar amount.

4. Check **Notify Recipient** if you wish to notify the recipient.

Uploading a List of Recipients

1. To upload a list of recipients, select **Upload From File**.

The **File Mapping Management** page displays.

Compatible file types include NACHA and CSV.
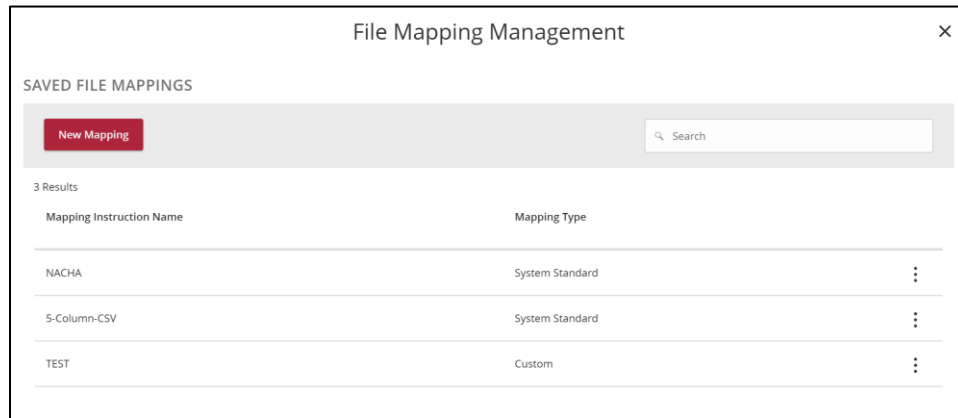
2. Select the ellipsis ⋮ icon to view specifications for the file type.
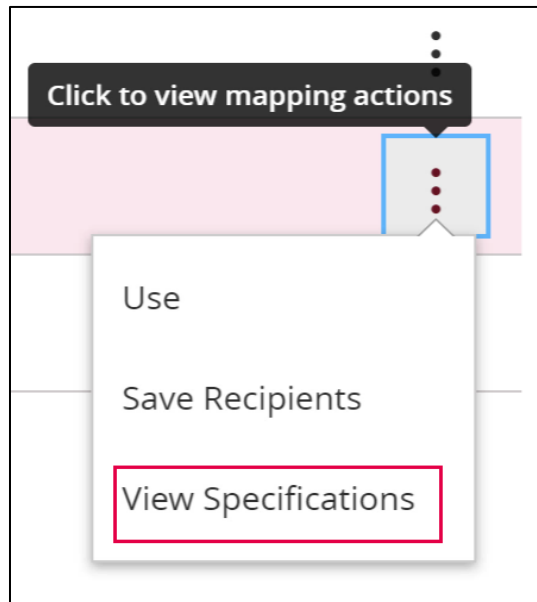
The **Upload Guidelines** displays.

3. Upload the ACH Batch file and select **Upload File**.

4. Select **Draft** or **Approve** to continue. In this example, we selected **Draft**.

A notification window displays.

5. Select **View in Activity Center**.

A list of transactions and details display as well as the transaction process.
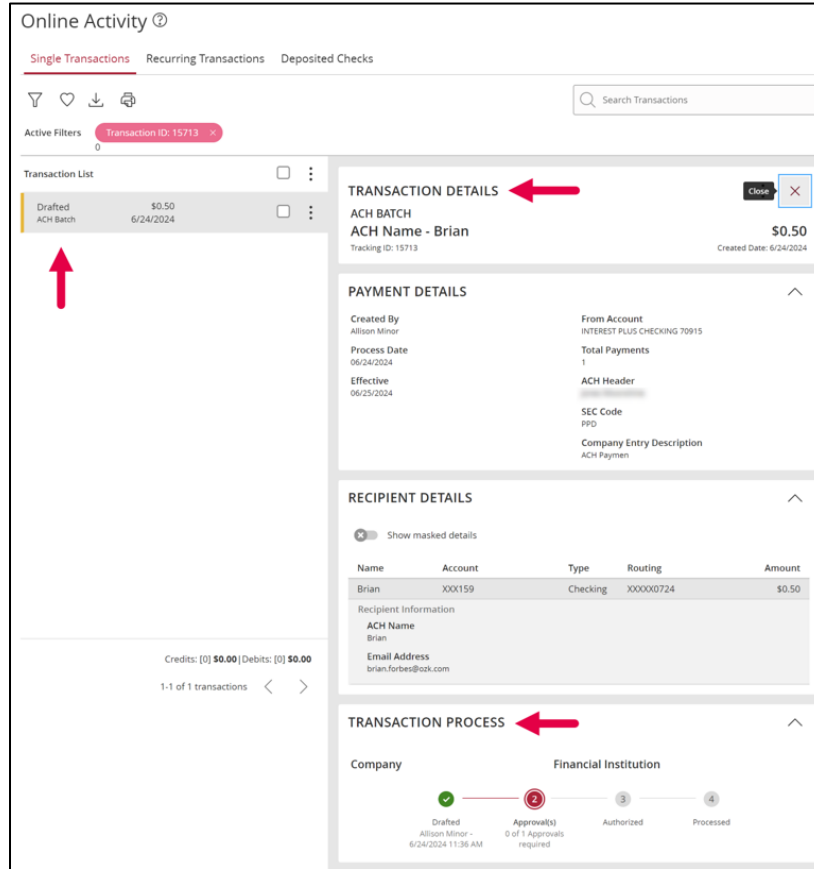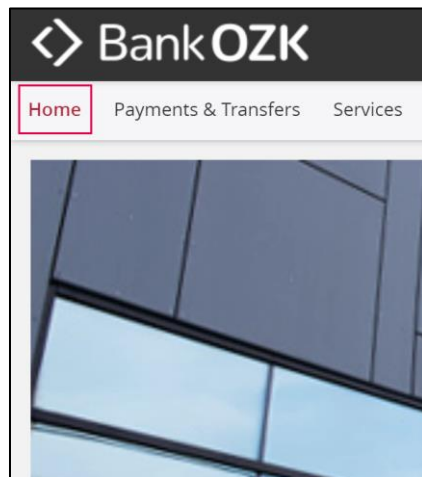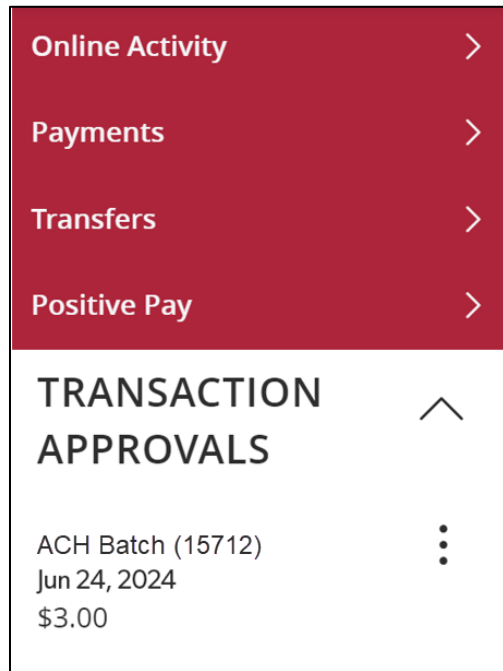

Accessing Approvals from the Home Page

A team member with approval permissions can access their approvals from the home page.

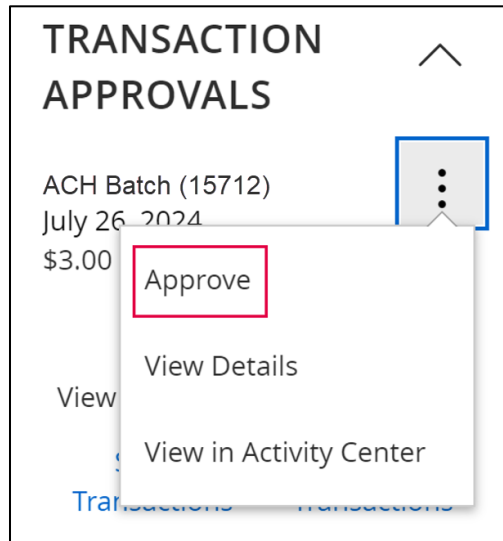1. Select **Home** to go back to the Home page.
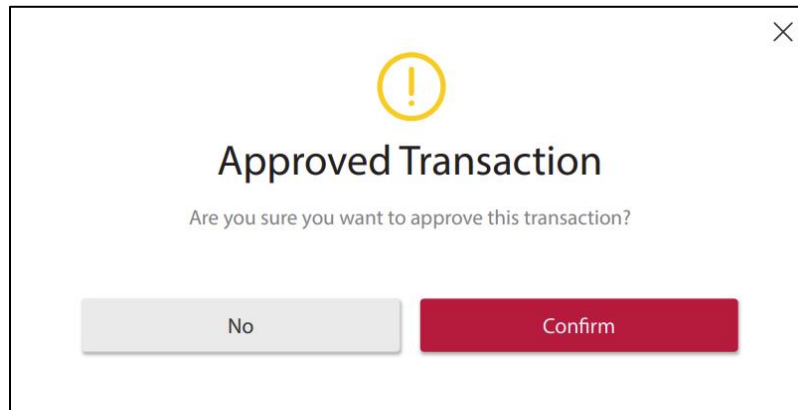The Home page displays.

2. Navigate to the **Transaction Approvals** section in the right navigation menu.
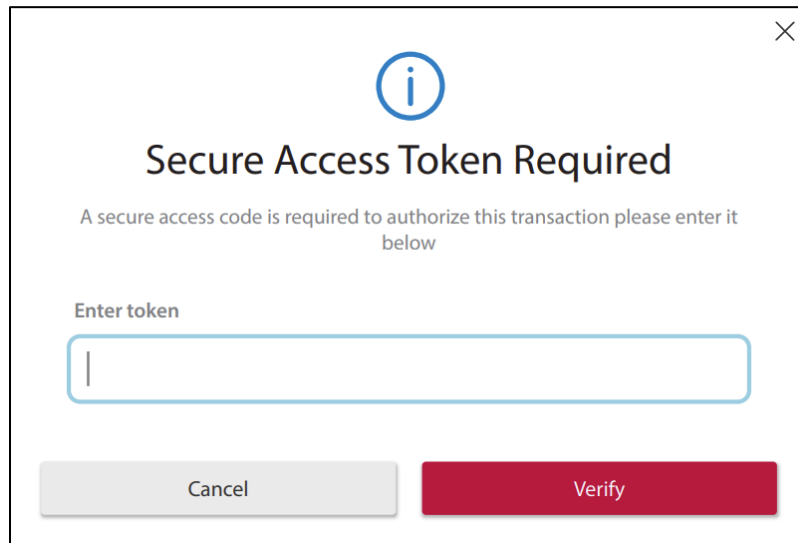
Online Activity	>
Payments	>
Transfers	>
Positive Pay	>

TRANSACTION APPROVALS ∧

ACH Batch (15712)
Jun 24, 2024
$3.00   ⋮

3. Select the ellipsis ⋮ icon and select **Approve**.

TRANSACTION APPROVALS ∧

ACH Batch (15712)
July 26, 2024
$3.00   ⋮

Approve

View Details

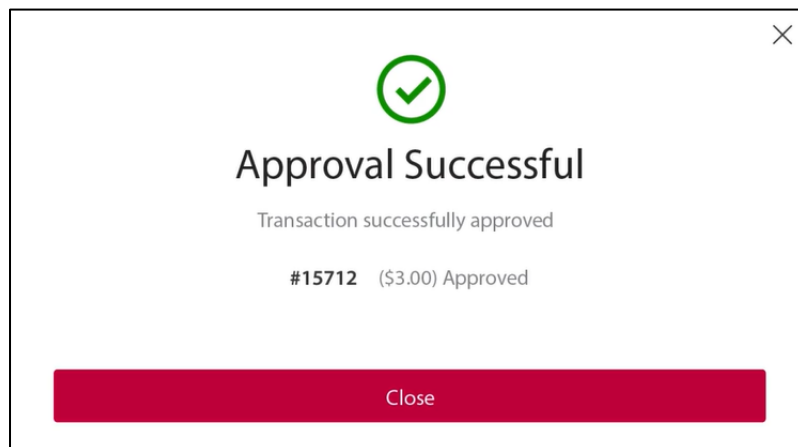View in Activity Center

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4. Select **Confirm**.

5. Enter your **Secure Access Token** and click **Verify**.

The approval is successful.

6. Select **Close**.

The transaction details are available for review.