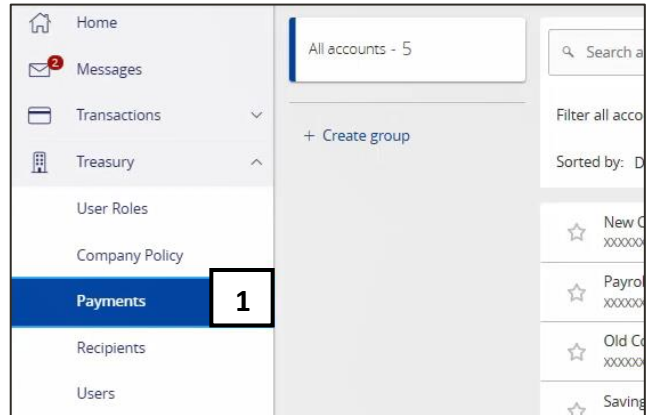
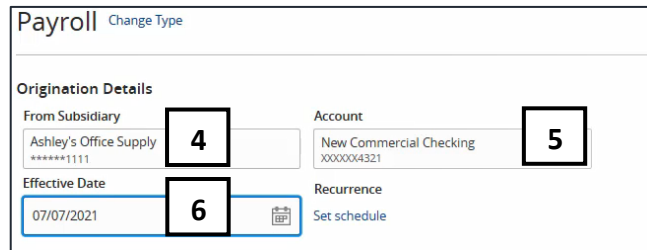
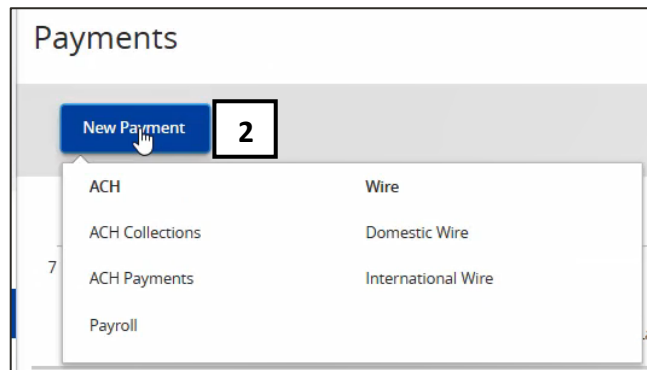


1. Select the **Treasury** menu and then select **Payments**.
2. Select the desired transaction type within the **New Payment** drop down menu.
3. Select the desired **ACH Class Code**.



Please note, payroll transactions will automatically default to an ACH Class Code of PPD.

4. Select the **From Subsidiary**.
5. Select the offset **Account**.
6. Select the **Effective Date**.
7. Click the **+Add multiple recipients** link to select multiple recipients at one time.



8. Select the desired recipients and click **Add** when done.
9. Enter a **dollar** amount for each linked recipient.
10. Click the **+Add another recipient** link to add an individual recipient/account.
11. Select an **existing recipient** from the drop-down menu or select **+New Recipient** to create a new recipient.

Reference the *Recipient Management* setup document for information regarding the setup of a new recipient.

12. Review the information on the screen for accuracy and then select **Approve** to authorize the payment or **Draft** to only draft the transactions.

**SELECT MULTIPLE RECIPIENT ACCOUNTS**

Select All | Clear All

<input checked="" type="checkbox"/> ACH and Wires Recipient (...) Checking 123456789	<input type="checkbox"/> CindiCollections Checking 456789	<input type="checkbox"/> JoesSampleShack Checking 456789
<input checked="" type="checkbox"/> ACH Only Recipient (1234...) Checking 123456789	<input type="checkbox"/> CoreyCollections Checking 456789	<input type="checkbox"/> Lauren Test Mouse Checking 456789
<input type="checkbox"/> Ashley Russell Checking 123456789	<input type="checkbox"/> George Strait ACH Checking 123456789	<input type="checkbox"/> Lorella Lee Checking 123456789
<input type="checkbox"/> CandyCollections Checking 123456789	<input type="checkbox"/> Ind Wire (789456123) Checking 123456	<input type="checkbox"/> Luke Bryan Checking 123456789
<input type="checkbox"/> CarrieCollections Checking 123456789	<input type="checkbox"/> Jenae Jean Checking 456789	<input type="checkbox"/> Madie Test Mouse Checking 123456789

1 of 3

Cancel Add (2)

Recipient/Account	Amount
ACH and Wires Recipient (123456...) Checking 123456789	\$10.00
ACH Only Recipient (123456789) Checking 123456789	\$20.00

Recipient/Account	Amount
ACH and Wires Recipient (123456...) Checking 123456789	\$10.00
ACH Only Recipient (123456789) Checking 123456789	\$20.00
Search by name or account. ⚠	\$0.00

+ New Recipient

ACH and Wires Recipient (123456789)

+ Add another recipient

Recipient/Account	Amount
ACH and Wires Recipient (123456...) Checking 123456789	\$10.00
ACH Only Recipient (123456789) Checking 123456789	\$20.00
+ Add another recipient	

\$30.00  
2 payments

Cancel Draft Approve