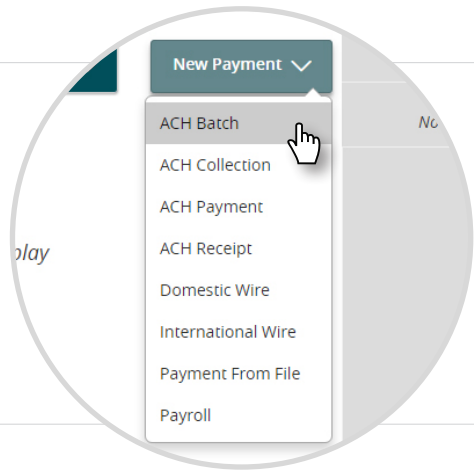
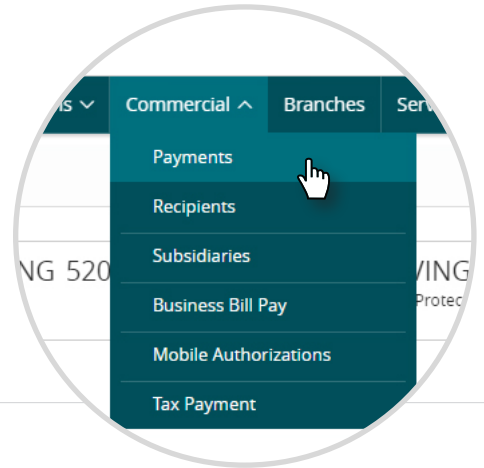


# ACH Batch

## STEP 01/06

From the Menu, click or tap **Commercial > Payments**.

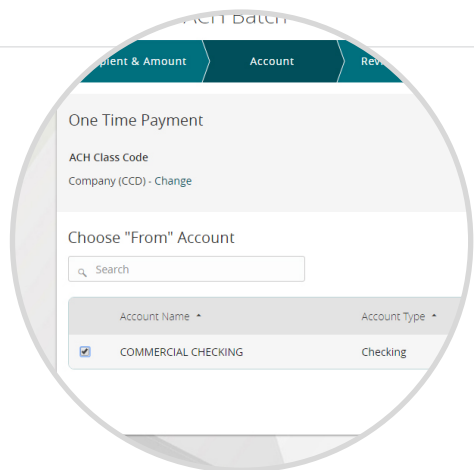
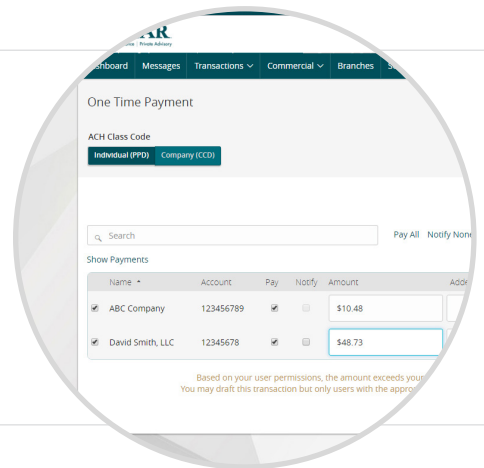


## STEP 02/06

Expand the **New Payment** drop down, and click or tap **ACH Batch**.

## STEP 03/06

Select those you want to pay and enter the amounts. You can choose to **Pay All** and/or **Notify All**. Click or tap **Next**.

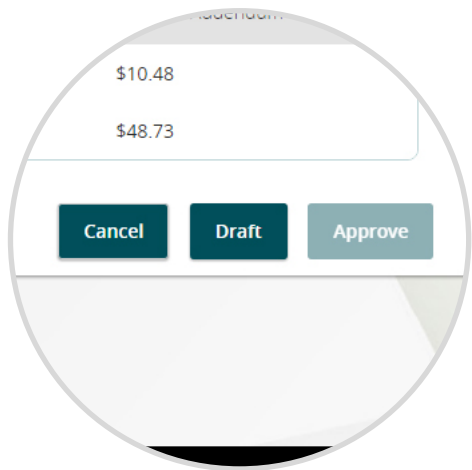
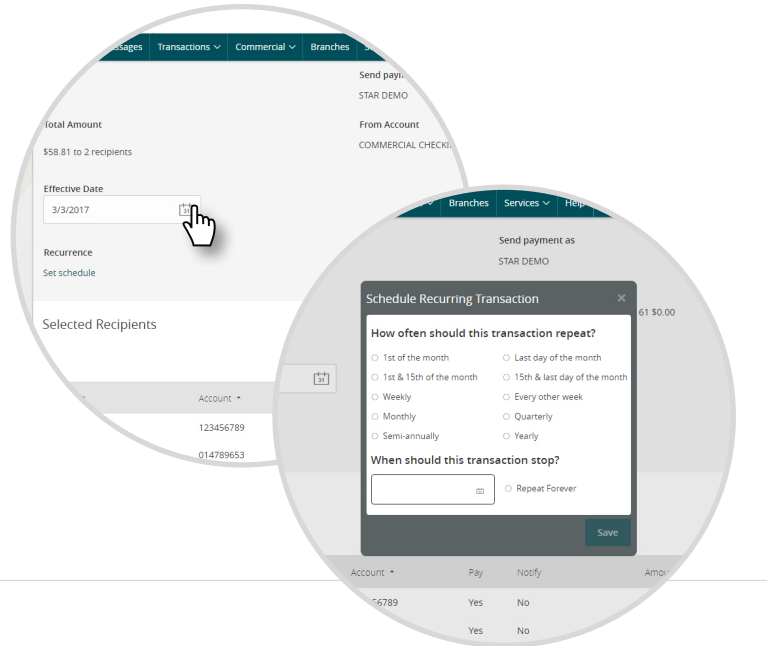


## STEP 04/06

Choose **"From" Account** and click or tap **Next**.

### STEP 05/06

Choose the **Effective Date**. You can either set this up as a one-time payment, or set as recurring payment. To set a recurring payment, simply click the **Set Schedule** and choose frequency.



### STEP 06/06

The options available on the **Review & Submit** tab vary, depending on your rights. Do one of the following:

- Click or tap **Approve** to approve the payments.
- Click or tap **Draft** to draft the payments.

*NOTE: When you draft a payment, it appears in the Pending list on the Payments page. It also appears on the Activity Center page. When an eligible approver approves the payment, it is then scheduled for processing. The status then changes to Authorized.*

- Click or tap **Cancel** to cancel the payments.