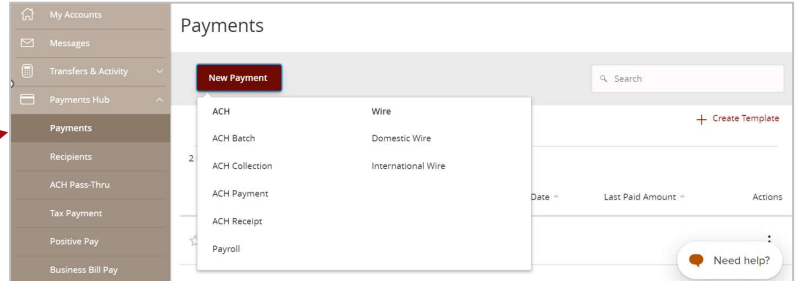


## Creating ACH Transactions

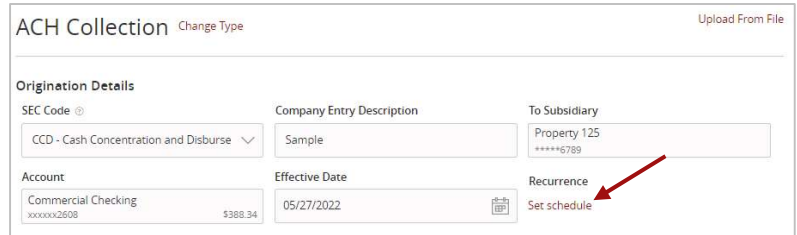
1. Select the 'Payments' option under the 'Payments Hub' menu.
2. Click the 'Create Template' link and select the desired transaction type.



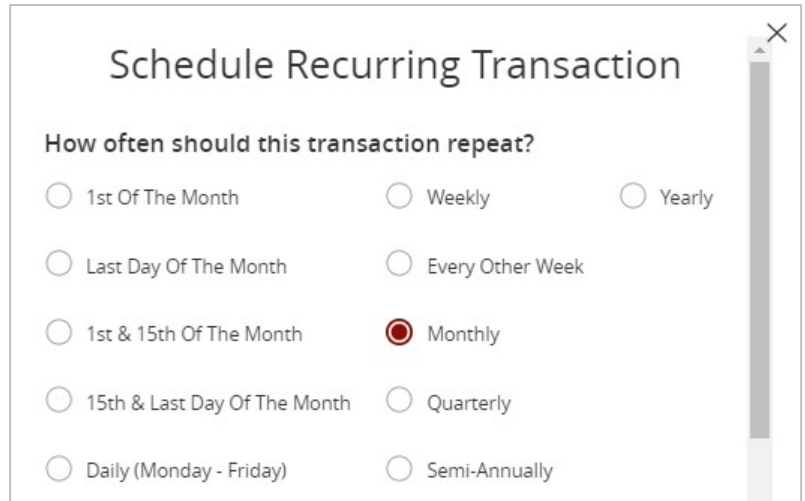
3. Select the desired SEC Code.

**NOTE:** Payroll transactions will automatically be assigned a PPD SEC Code.

4. Enter the desired Company Entry Description.
5. Select the desired Subsidiary from the 'To Subsidiary' or 'From Subsidiary' drop-down menu.
6. Select the offset Account.
7. Click 'Set Schedule' to setup a recurrence (Optional)



- a. Designate how often the transaction should be repeated.



Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

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- b. Designate when the transaction should stop.
- c. Click 'Set Recurring Transaction' to complete the recurring setup process.

The dialog box titled "When should this transaction stop?" contains three radio button options:
 

- On/Before Date [calendar icon]
- After [input field] occurrence(s)
- Forever (Until I Cancel)

 At the bottom, there are two buttons: "Cancel" (grey) and "Set Recurring Transaction" (orange).

- 8. To link a single Recipient to the transaction, click on the drop-down menu and select the desired recipient.
- 9. To link multiple Recipients to the transaction, click the '+Add multiple recipients' link.

The interface shows a "Recipients (1)" section with a search bar and a list of recipients. A red arrow points to the "+ Add multiple recipients" link. The recipient list includes:
 

- ABC Company (1235468) - Checking - 1234568
- ACH Recipient - Checking - 1234567
- ACH Recipient - Checking - 123456789

 The amount field is set to \$ 0.00. At the bottom right, there are "Cancel", "Draft", and "Approve" buttons.

- 10. Select the desired Recipients and click the 'Add' button.

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11. Enter the desired dollar amount for each recipient.

**NOTE:** Leave the dollar amount as \$0.00 to send a pre-note to validate a new recipient account.

**NOTE:** Click on 'Draft' to 'Save' the 'ACH' for 'Users' with 'Approval Rights'.

**NOTE:** Click on 'Approve' to 'Approve' the 'ACH' with your 'Token'.

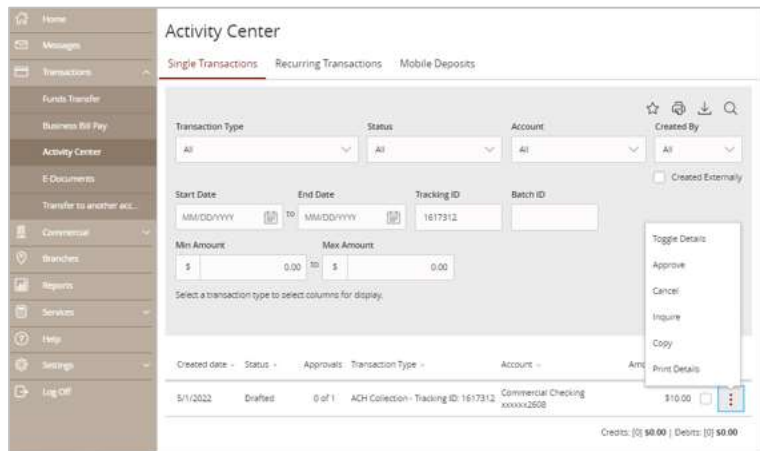
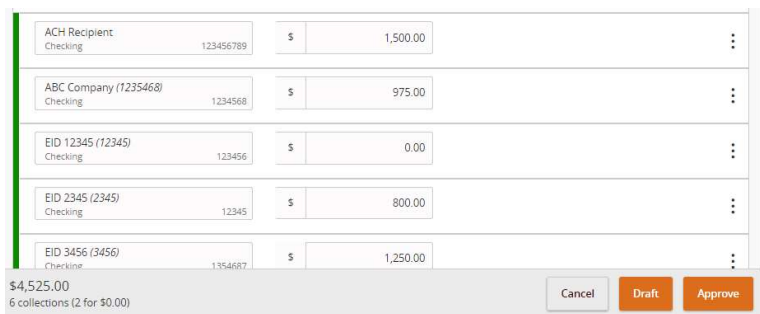
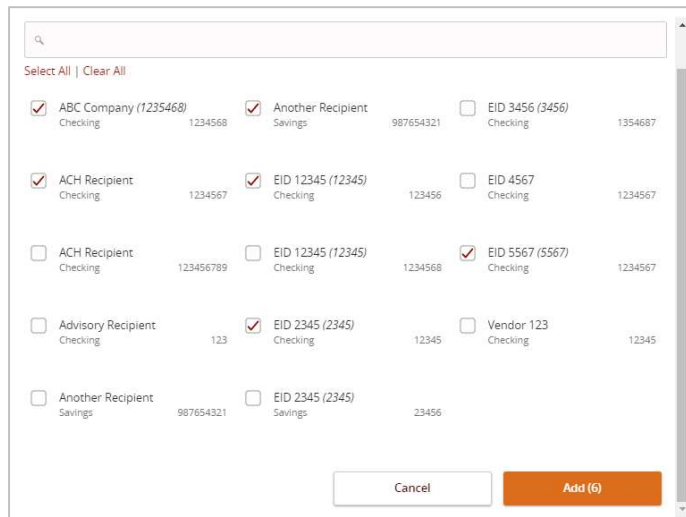
### Managing ACH Transactions

**NOTE:** 'Users' with 'Approval Rights' can 'Approve' the 'ACH' that was 'Drafted' in the 'Activity Center'.

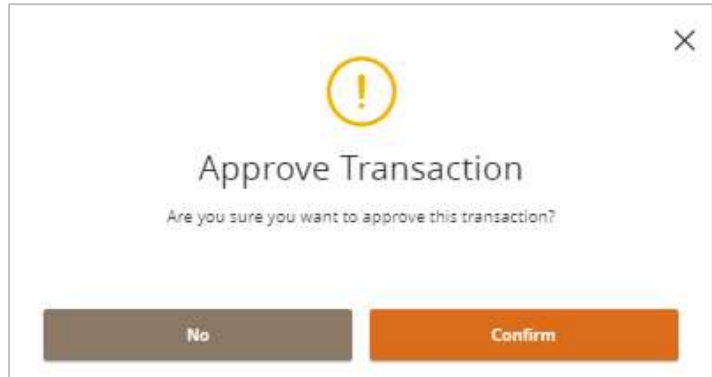
1. Click on 'Activity Center' under the 'Transaction' menu.
2. Click on the three dots on the right-hand corner for the 'ACH' and click on 'Approve' from the 'Actions' drop-down.

**NOTE:** You can 'Toggle Details', 'Cancel ACH', 'Inquire' about 'ACH', 'Copy', or 'Print Details' for the ACH transaction.

**\*If you need to 'Cancel' an 'ACH' and the 'Cancel' option is not available, call Treasury Support – 972-349-6195.**

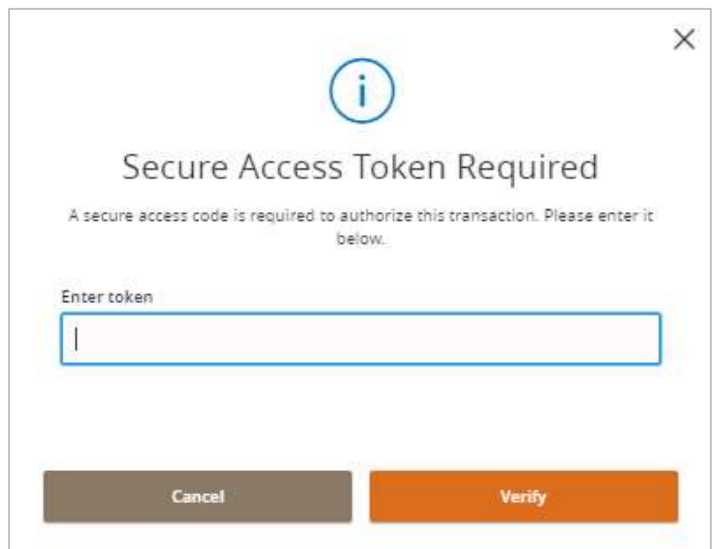


12. Click the 'Confirm' button.

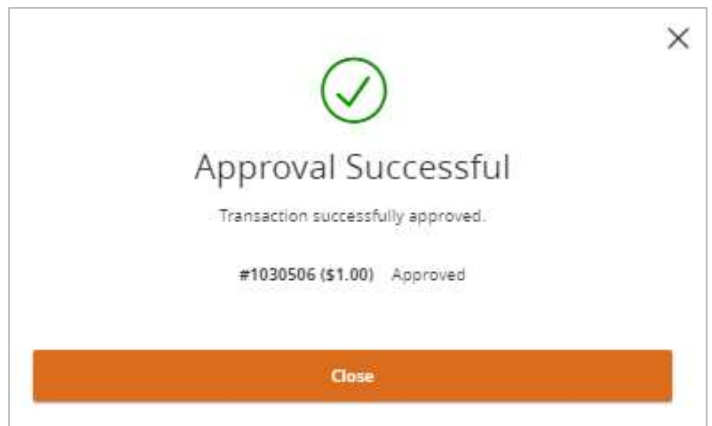


13. Enter the 'Token' code.

14. Click 'Verify'.



15. 'Approval Successful' message will appear on screen. Click on 'Close' to return to 'Activity Center' screen.



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