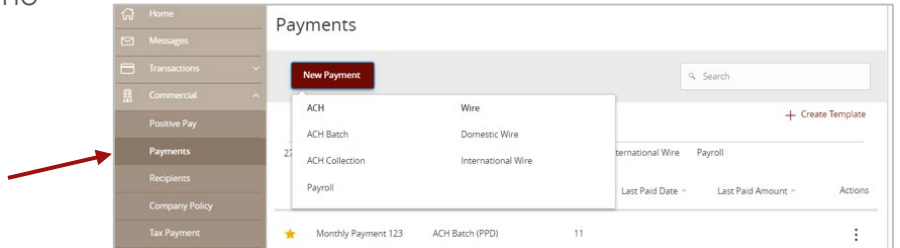


Creating ACH Transactions

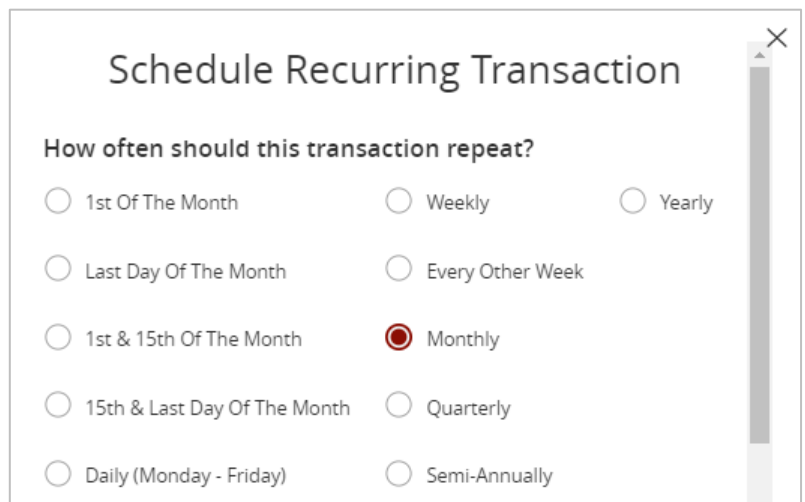
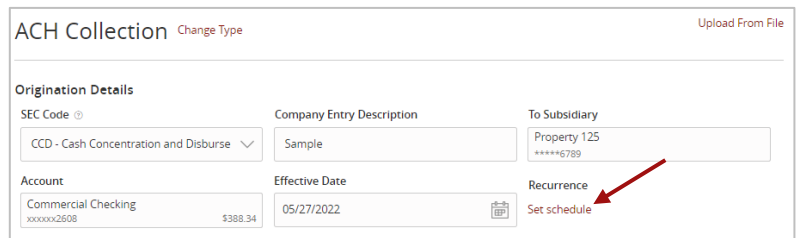
1. Select the 'Payments' option under the 'Commercial' menu.
2. Click the 'Create Template' link and select the desired transaction type.



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 repeat.



Questions? Call our customer support.

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

REVISED 5/1/2022

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'.

ACH Recipient Checking 123456789	\$	1,500.00	⋮
ABC Company (1235468) Checking 1234568	\$	975.00	⋮
EID 12345 (12345) Checking 123456	\$	0.00	⋮
EID 2345 (2345) Checking 12345	\$	800.00	⋮
EID 3456 (3456) Checking 1354687	\$	1,250.00	⋮

\$4,525.00
6 collections (2 for \$0.00)

Cancel Draft Approve

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.**

Activity Center

Single Transactions | Recurring Transactions | Mobile Deposits

Transaction Type: All | Status: All | Account: All | Created By: All

Start Date: MM/DD/YYYY | End Date: MM/DD/YYYY | Tracking ID: 1617312 | Batch ID: []

Min Amount: \$ 0.00 | Max Amount: \$ 0.00

Select a transaction type to select columns for display.

Created date: Status: Approvals: Transaction Type: Account: Amt:

5/1/2022 | Drafted | 0 of 1 | ACH Collection - Tracking ID: 1617312 | Commercial Checking xxxxxx2508 | \$10.00

Credits: [0] \$0.00 | Debits: [0] \$0.00

Toggle Details: Approve, Cancel, Inquire, Copy, Print Details

12. Click the 'Confirm' button.

Approve Transaction

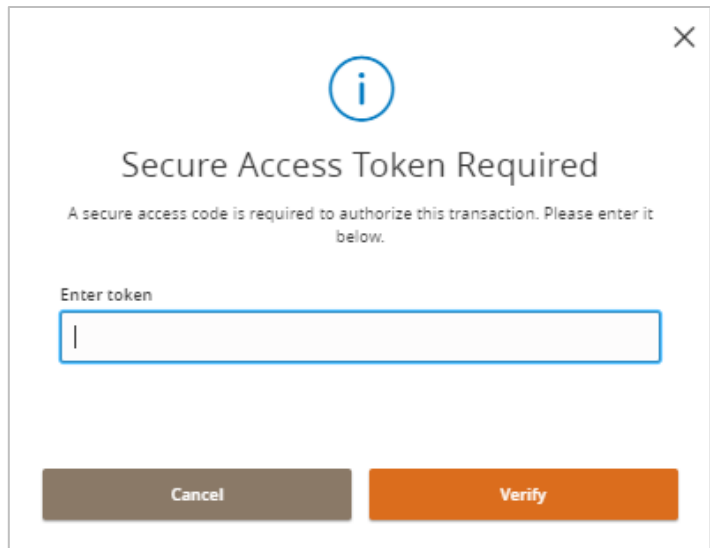
Are you sure you want to approve this transaction?

No Confirm

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

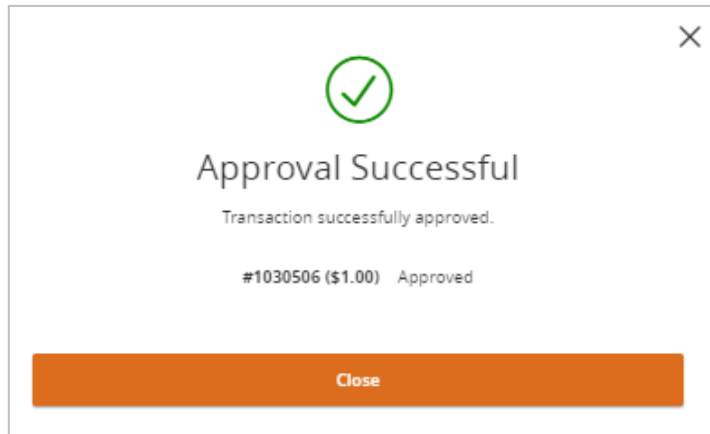
13. Enter the 'Token' code.

14. Click 'Verify'.



A dialog box with a white background and a grey border. At the top right is a close button (X). In the center is a blue information icon (i) inside a circle. Below the icon is the title "Secure Access Token Required" in bold. Underneath is a smaller line of text: "A secure access code is required to authorize this transaction. Please enter it below." Below this is a text input field with the placeholder text "Enter token" and a vertical cursor. At the bottom are two buttons: a grey "Cancel" button on the left and an orange "Verify" button on the right.

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



A dialog box with a white background and a grey border. At the top right is a close button (X). In the center is a green checkmark icon inside a circle. Below the icon is the title "Approval Successful" in bold. Underneath is a smaller line of text: "Transaction successfully approved." Below this is the transaction details: "#1030506 (\$1.00) Approved". At the bottom is a single orange button labeled "Close".

Questions? Call our customer support.
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