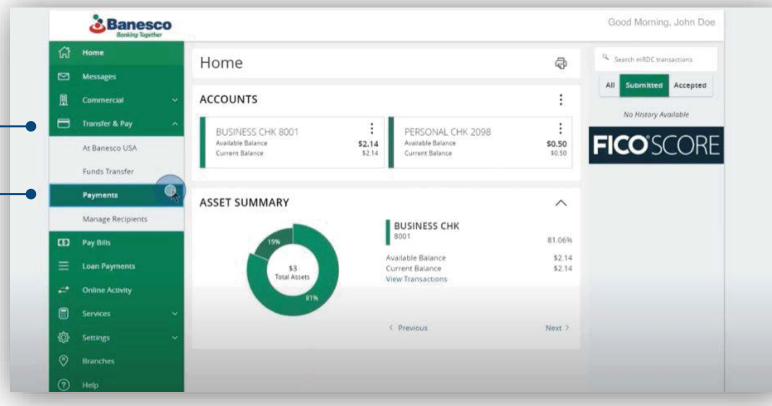
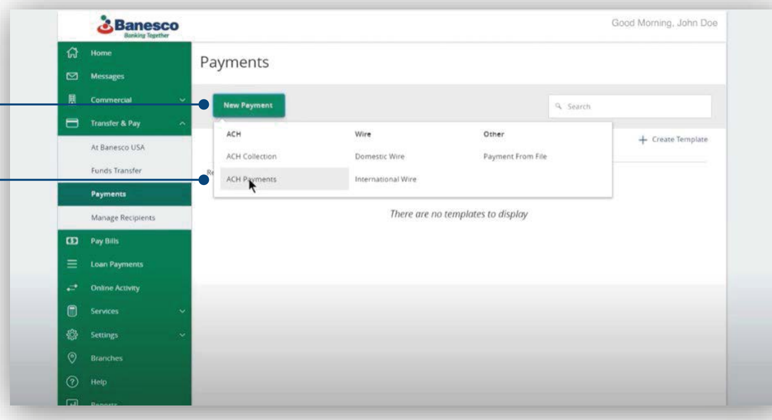
Banesco

ACH Payment Creation.

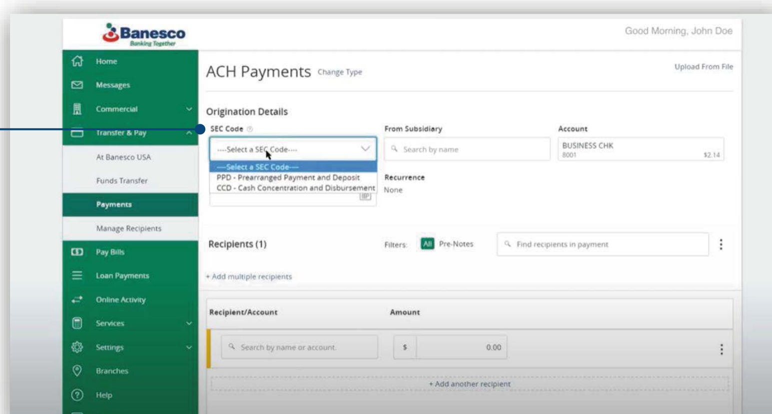
1. From the menu click “Transfer and Pay” and then click “Payments.”



2. Click the “New Payment” button, and then select ACH payment.

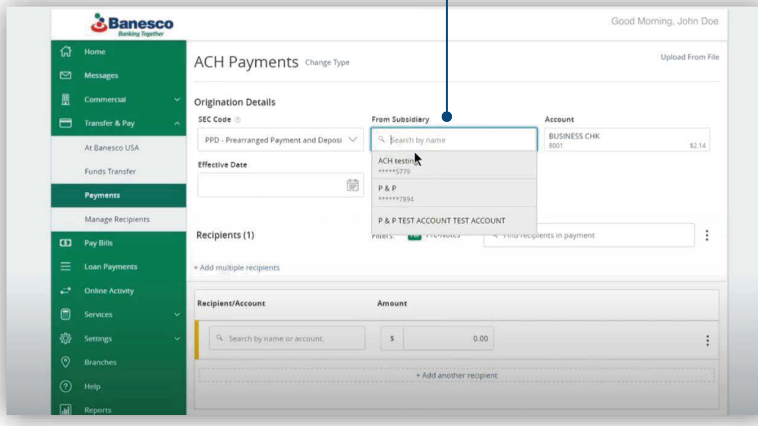


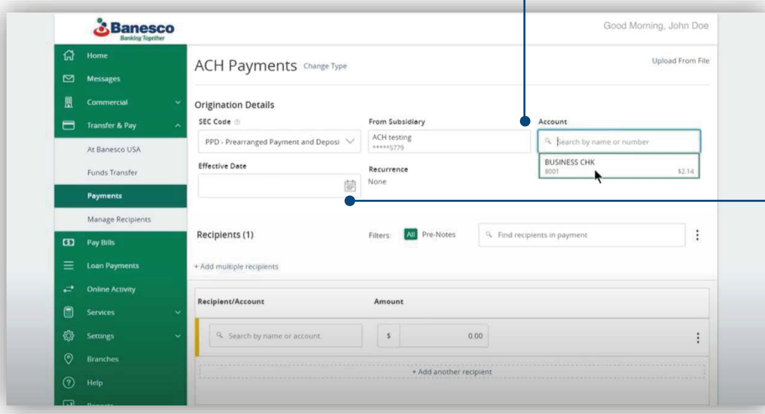
3. Choose the appropriate SEC class code from the drop-down menu.



Please note, if the ACH payment type being used is payroll, the batch will automatically be assigned a PPD class code.

4. Click the corresponding subsidiary in the “From Subsidiary” drop-down menu.

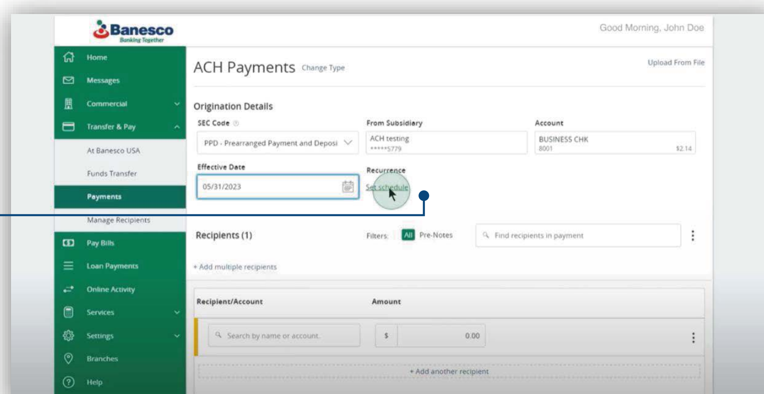




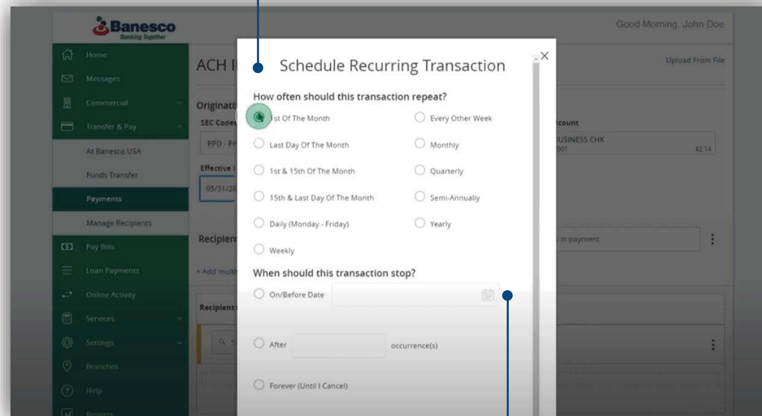
5. Click the corresponding offset account, in the account drop-down menu.

6. Enter the transaction effective date by clicking the calendar icon and selecting a date.

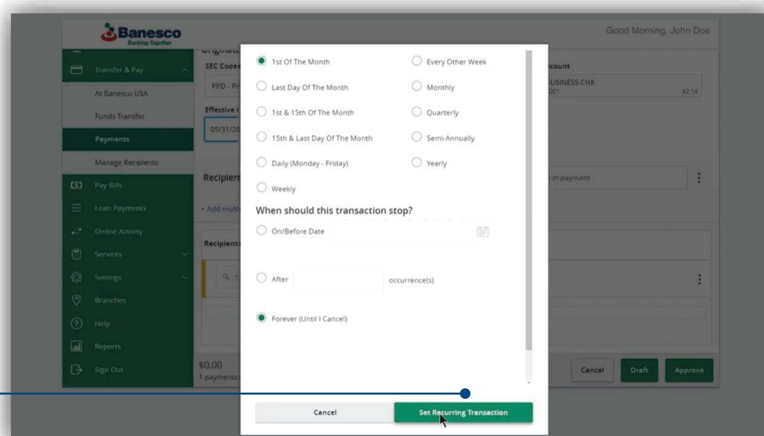
7. To set up a recurring payment, click the set schedule option under recurrence.



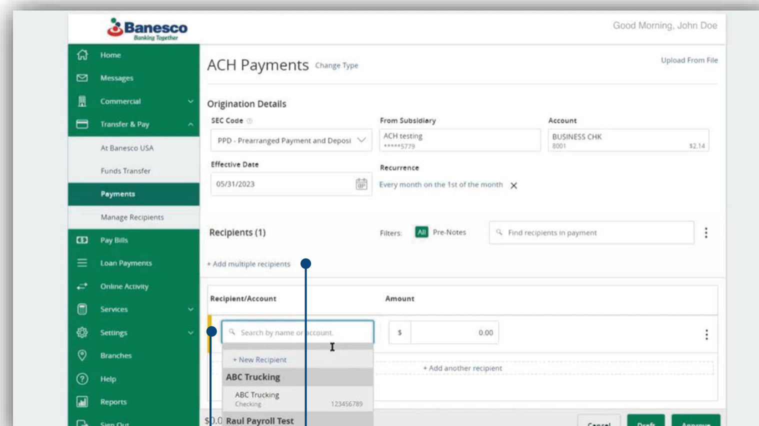
8. Choose how often the transaction should repeat.



9. Designate when the transaction should end by clicking the calendar box and selecting a date, or by selecting the 'forever' radio button.

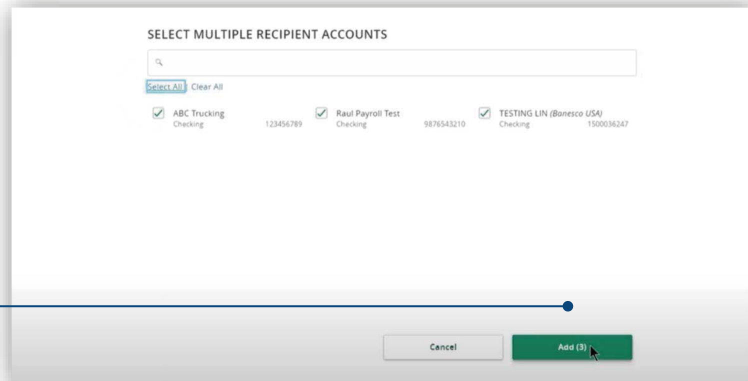


10. Click the save button to finish the recurrent setup process.

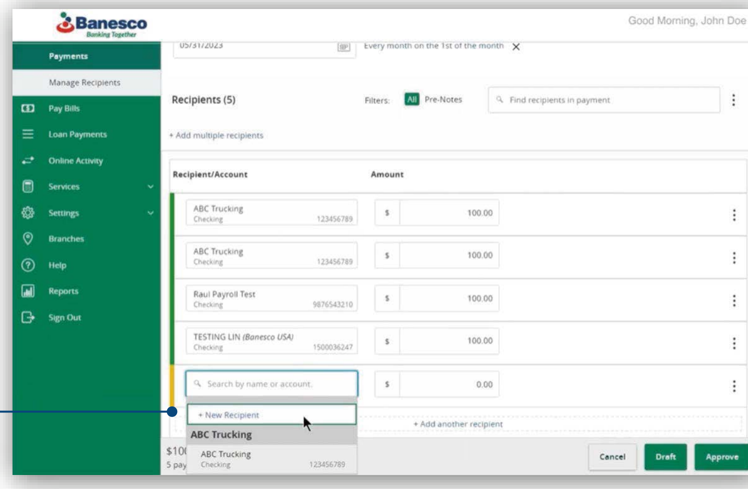


11. For existing recipients, click a corresponding recipient from the drop-down menu and then enter the desired transaction amount.

12. To add more than one recipient, click the add multiple recipients link and select the desired recipient.



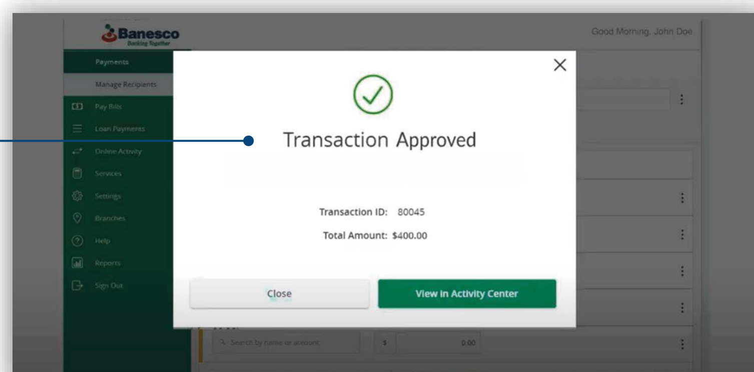
13. Click "Add" when done.



14. If the recipient has not yet been set up, click the new recipient link within the drop-down menu.

Reference the recipient management video, if additional details are needed on this step.

15. Review the details on the screen for accuracy and click either draft or approved depending on your user entitlement.



16. A transaction confirmation screen will be displayed.