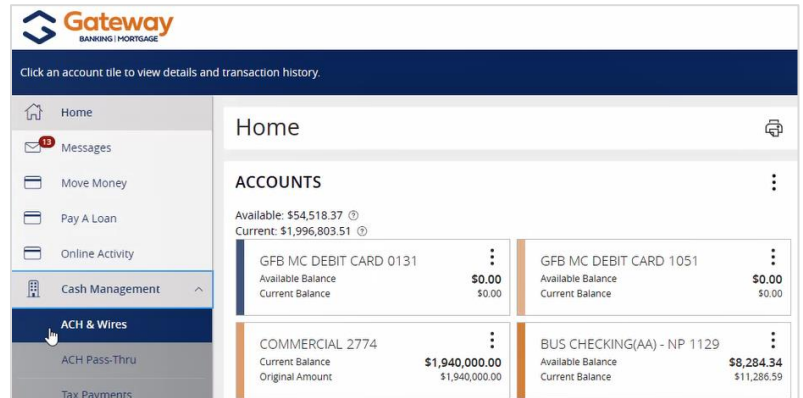


1. Select the 'Cash Management' menu, then 'ACH & Wires'.

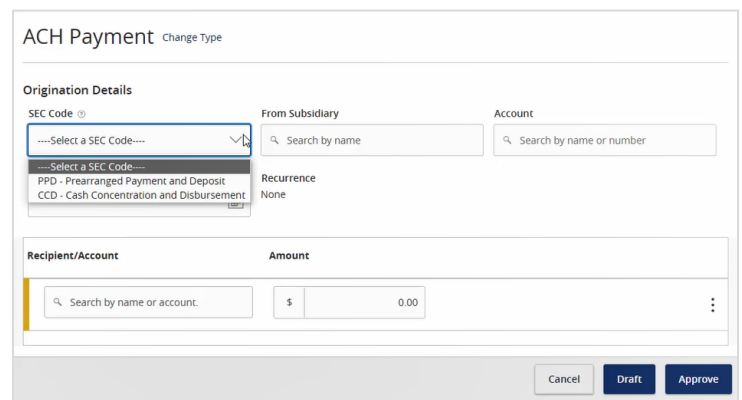
2. Select the desired transaction type within the 'New Payment' drop down menu.



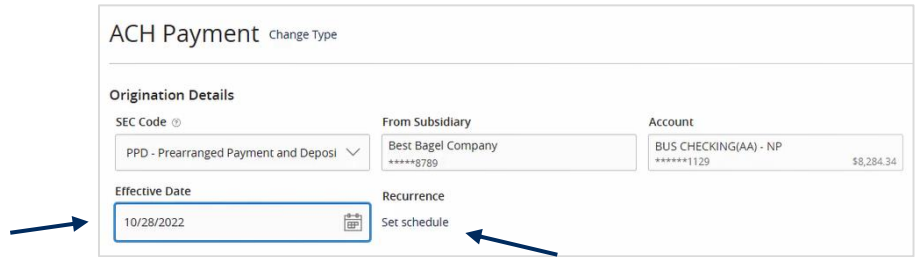
3. Select the desired SEC Code.

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. **Optional:** Click 'Set schedule' to set up a recurring transaction.



ACH Payment [Change Type](#)

Origination Details

SEC Code [ⓘ](#) PPD - Prearranged Payment and Deposit

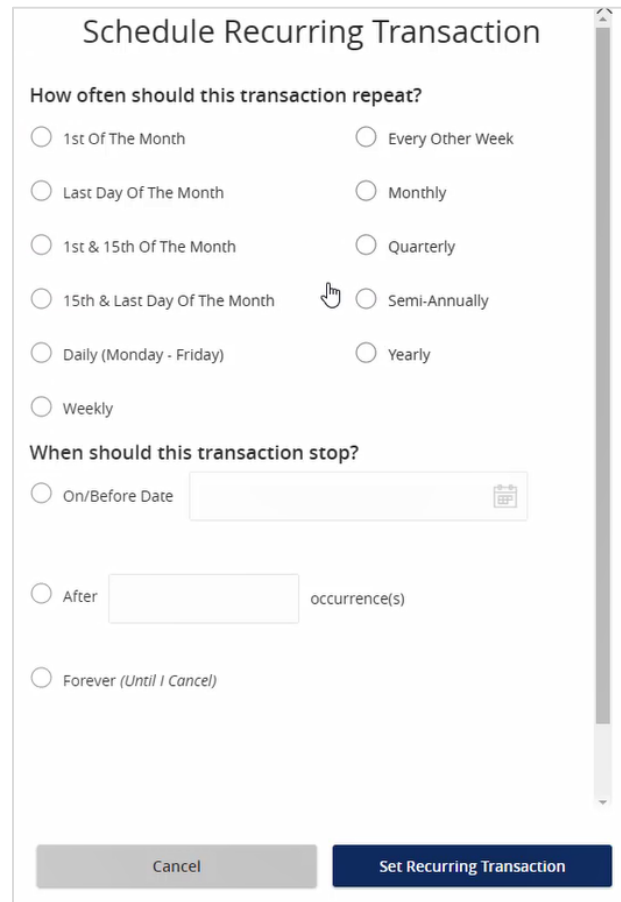
From Subsidiary Best Bagel Company *****8789

Account BUS CHECKING(AA) - NP *****1129 \$8,284.34

Effective Date 10/28/2022 [📅](#)

Recurrence [Set schedule](#)

8. Select how often the transaction should repeat.
9. Designate when the transaction should stop.
 - a. Click the calendar and select a date to designate a specific date to stop the recurrence.
 - b. Enter the number of desired occurrences.
 - c. Click the 'Forever (Until I cancel)' to setup an indefinite recurrence.
10. Click 'Set Recurring Transaction' to save the recurrence..



Schedule Recurring Transaction

How often should this transaction repeat?

☐ 1st Of The Month
 ☐ Every Other Week

☐ Last Day Of The Month
 ☐ Monthly

☐ 1st & 15th Of The Month
 ☐ Quarterly

☐ 15th & Last Day Of The Month
 ☐ Semi-Annually

☐ Daily (Monday - Friday)
 ☐ Yearly

☐ Weekly

When should this transaction stop?

☐ On/Before Date [📅](#)

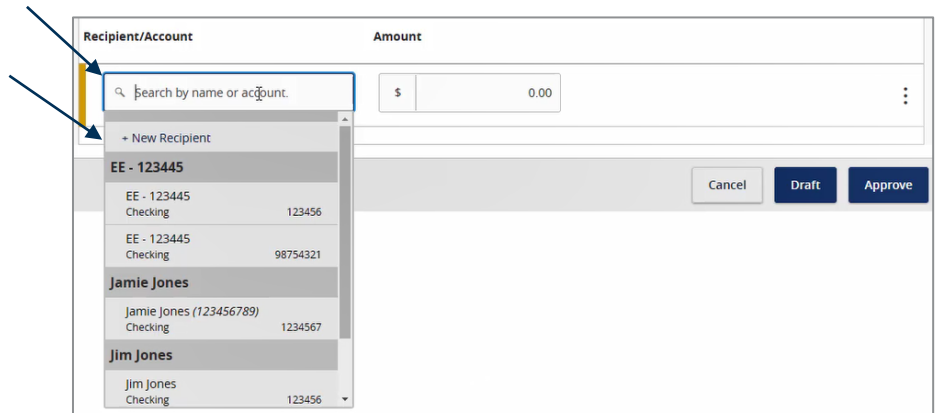
☐ After occurrence(s)

☐ Forever (Until I Cancel)

11. Select an existing recipient from the drop-down menu or select '+New Recipient' to create a new recipient.

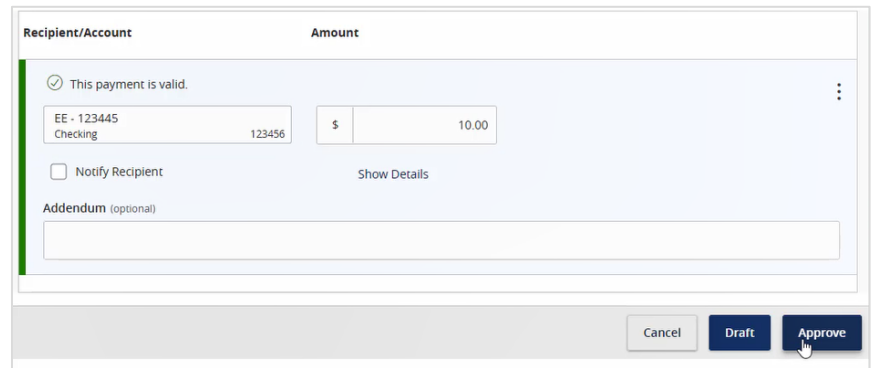
NOTE: Reference the 'Recipient Management' setup document for information regarding the setup of a new recipient.

12. Enter the desired transaction amount.



The screenshot shows a form with two main sections: 'Recipient/Account' and 'Amount'. The 'Recipient/Account' section has a search bar with the placeholder 'Search by name or account.' and a dropdown menu that is currently open, displaying a list of recipients. The list includes 'EE - 123445' (Checking, 123456), 'EE - 123445' (Checking, 98754321), 'Jamie Jones' (Jamie Jones (123456789), Checking, 1234567), and 'Jim Jones' (Jim Jones, Checking, 123456). The 'Amount' section has a currency symbol '\$' and a text input field containing '0.00'. At the bottom right, there are three buttons: 'Cancel', 'Draft', and 'Approve'.

13. Review the information on the screen for accuracy and then select 'Approve' to authorize the payment or 'Draft' to initiate the transaction.



The screenshot shows the same form as the previous one, but with different selections. In the 'Recipient/Account' section, 'EE - 123445' (Checking, 123456) is now the selected recipient. The 'Amount' field now contains '10.00'. A green checkmark and the text 'This payment is valid.' are displayed. Below this, there is a checkbox for 'Notify Recipient' and a link for 'Show Details'. An 'Addendum (optional)' text area is also visible. At the bottom right, the 'Cancel', 'Draft', and 'Approve' buttons are present. An arrow points to the 'Approve' button.