



HOW TO SEND AN ACH VENDOR PAYMENT

Step 1 Log into NetTeller and select “Cash Manager”, then click “ACH” in the sub-menu, and then “Batch List”

Step 2 If you’re sending a new ACH, choose the ACH company from the drop-down menu

Step 3 Fill out Batch Name, the SEC Code, and Entry Description. These fields are denoted with “*”

- **Batch Name:** For your reference only
- **SEC Code:** C for Company, P for People
- **Entry Description:** Shows on both your bank statements and theirs

Step 4 Fill out the Record information

- If you are putting an addendum in the file, change the Addenda Type to “05-Special Free Form ...”
- **Remember outgoing ACH are ACH Credits**
- If you are adding more than one item to the file, click “Add Record” and fill out the information
 - If you are done, click “Submit”
- You will go back to the ACH Batch list automatically, and the Batch should be set to “Ready”

Step 5 To initiate the file, go to the drop-down and choose “Initiate”

- On the next screen, you will choose the account it will come from and the effective date
- Then click “Initiate”
- The batch status will change to “Initiated”