



1. Select the "Business Banking" menu and then select "Payments".

RED RIVER BANK
FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Good Afternoon, Edwin Lagarde

Home Transfers & Payments **Business Banking** Services Settings Messages 62 Log Off

Business Banking

PAYMENTS & TRANSFERS

- Positive Pay**
Validate check payments & automate check processing
- Payments**
An advanced workflow to send or collect wire, ACH, and other one-time or recurring payments
- Recipients**
Create & manage recipients of commercial payments
- ACH Reporting**
ACH NOCs, ACH Returns and EDI Reporting
- Tax Payments**
Pay federal or state taxes
- Remote Deposit Capture**
Submit checks via Remote Deposit

BUSINESS MANAGEMENT

2. Select the Ellipses (three dots), then select Pay.

RED RIVER BANK
FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Good Afternoon, Edwin Lagarde

Home Transfers & Payments Business Banking Services Settings Messages 62 Card Controls Log Off

Payments Hub

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template Search templates

32 Results Filters: All ACH Batch ACH Collection Domestic Wire

	Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
☆	Atco	ACH Batch (CCD)	1			⋮
☆	Emma Example	ACH Batch (PPD)	3	2/4/2025	\$0.20	⋮ Pay Edit Copy Delete
☆	Emmas Test	ACH Batch (PPD)	1			
☆	FH Account	ACH Batch (CCD)	1			





Red River Bank-Treasury Management

ACH-Payment from Saved Template

3. Select "Effective Date". If you are choosing a Same Day effective date you will have to agree to the additional same day fee.



FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Good Evening, Edwin Lagarde

Home Transfers & Payments Business Banking Services Settings Messages ⁶⁴ Card Controls Log Off

Emma Example (ACH Batch) Import Amounts [?] Edit Template

Origination Details

SEC Code [?] PPD - Prearranged Payment and Deposit	Company Entry Description Payroll	From Subsidiary Transfer Test Business 1 *****4871
Account Payroll 8104 \$28.98	Recurrence None	
Effective Date <input type="text"/>		

Recipients (3) Filters: All Paid Not Paid Pre-Notes

Recipient/Account	Amount
Happy Times Inc Checking 1236521452	\$ 0.00
Joan Smith Checking 2222222	\$ 0.10

\$0.20
3 payments (1 for \$0.00)

Cancel Draft Approve

4. Enter the "Amount" of each transaction. If the "Amount" is zero (0) for a recipient you must click on Ellipses and select "Do Not Pay".

Home Transfers & Payments Business Banking Services Settings Messages ⁶⁴ Card Controls Log Off

Emma Example (ACH Batch) Import Amounts [?] Edit Template

Origination Details

SEC Code [?] PPD - Prearranged Payment and Deposit	Company Entry Description Payroll	From Subsidiary Transfer Test Business 1 *****4871
Account Payroll 8104 \$28.98	Recurrence None	
Effective Date <input type="text"/>		

Recipients (3) Filters: All Paid Not Paid Pre-Notes

Recipient/Account	Amount
Happy Times Inc Checking 1236521452	\$ 0.00
Joan Smith Checking 2222222	\$ 0.10
John Smith (js) Checking 1111111	\$ 0.10

\$0.20
3 payments (1 for \$0.00)

Cancel Draft Approve

- Do Not Pay
- Expand Row
- Show Details
- Notify Recipient





5. Select "Approve" if you have full access to draft and approve ACH transactions, or select "Draft" if you are using dual control. If you select Approve, you can view your transaction in the Online Activity Center. If you select Draft, your company Approver can approve the transaction in the Online Activity Center.

