Downloading a Manual Batch as a PDF

1. Login utilizing your online banking credentials to Dieterich Bank's website
2. Select Cash Manager Icon on the top tool bar
3. Choose the ACH Tab and ACH Subtab
4. Locate the most recent batch with your correct payment data from the batch listing
   a. This would be the batch template you use when processing your normal payments

   b.
5. To the right of the batch select Download from the Select Options drop-down box

   a.
6. This will bring you to the Batch Download Screen

7. Select List(PDF) from the Select Format drop-down box
8. Choose what field you would like to sort by(Preset is Customer Name)
    a. Customer Name
    b. Account
    c. Amount
    d. Routing Number
    e. Debit/ Credit
    f. Held Items
    g. Individual ID
9. Then choose Ascending or Descending order
10. Select Submit

    a.
11. Left Click on the ACH Record Download link
12. This will open the Downloaded PDF file in a separate web browsing window
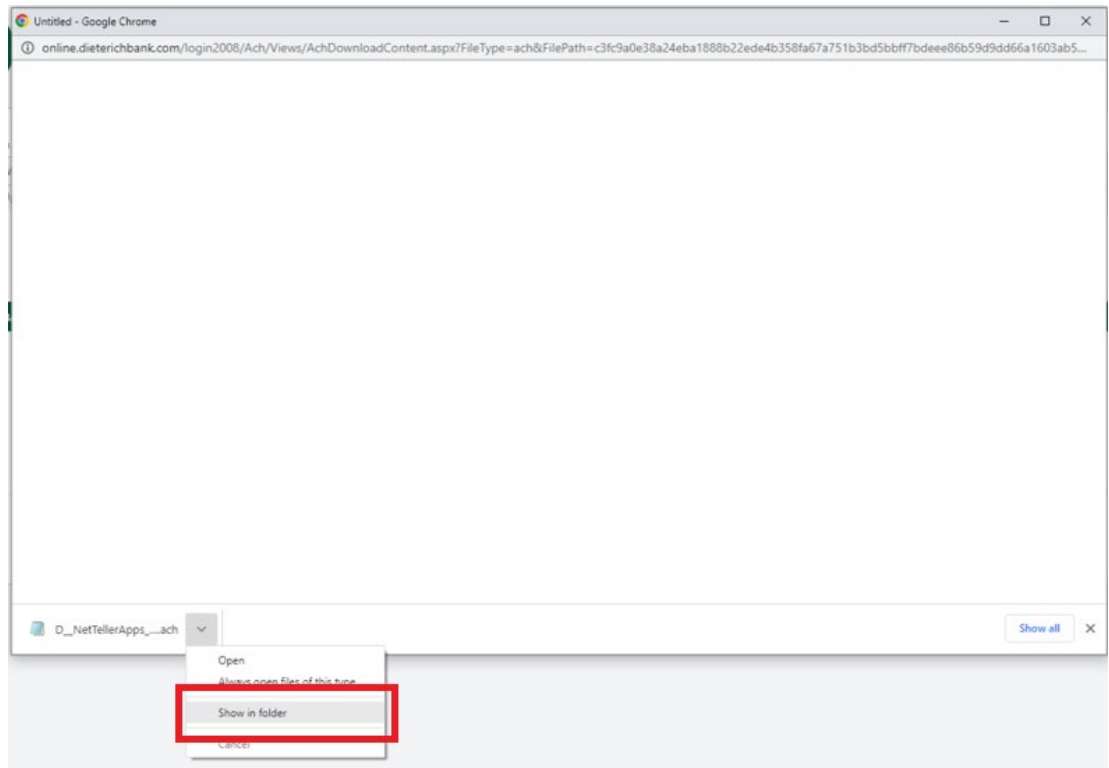13. Choose the download icon and save the PDF file in a folder of your choosing on your library

    a.

b.

14. This will open your desktop folder and show where the file is currently located

15. From there you can rename and relocate the file to store until conversion