

## 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

The screenshot shows the Cash Manager interface. The top navigation bar includes icons for Digital Branch, Bill Pay, Cash Manager (highlighted with a red box), eDocuments, and Settings. Below this, the ACH tab is selected, and the ACH subtab is also highlighted with a red box. The ACH Batch List table is displayed, showing four batches with status 'Ready'. The first batch, with ID 082021, is highlighted with a red box.

Status	Batch Name	Type	Company
<input type="checkbox"/> Ready	082021	PPD	DIETERICHTEST
<input type="checkbox"/> Ready	1	PPD	DIETERICHTEST
<input type="checkbox"/> Ready	145	PPD	DIETERICHTEST
<input type="checkbox"/> Ready	2	PPD	DIETERICHTEST

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

The screenshot shows the Batch Download Screen. It features a table with two columns: Debit and Credit. The table contains several rows of data, including amounts like \$0.00, \$5,041.70, and \$2,856.00. A dropdown menu is open next to the table, showing options such as Select option..., View, Download (highlighted with a red box), Edit, Quick Edit, Copy, Import, Delete, and Initiate.

Debit	Credit
\$0.00	\$3.00
\$5,041.70	\$1.00
\$5,041.70	\$0.00
\$2,856.00	\$1.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$161.00

- 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

Select a download format: List(PDF)

Select a field to sort by: Customer Name

Select sorting order: ☒ Ascending ☐ Descending

Return 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

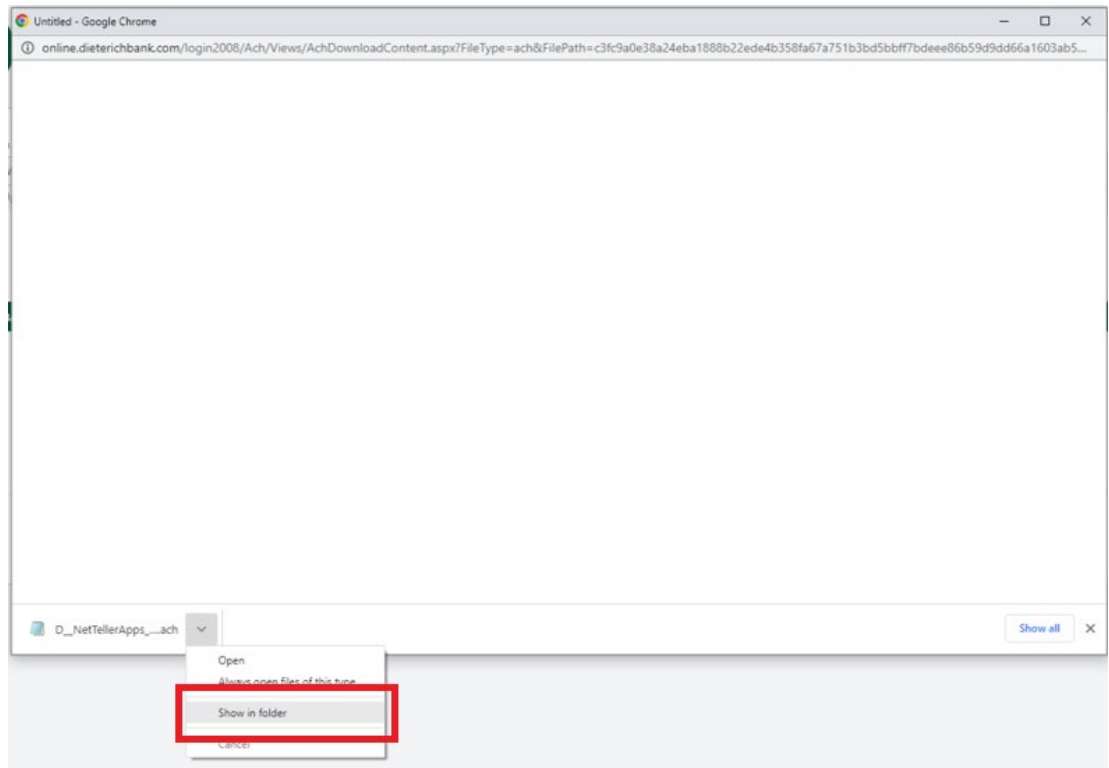
ACH Transaction List

Company Name: DIETERICHTEST Batch: 0000005  
 Company Entry Description: Reversal Effective Date: 01/01/0001  
 Standard Entry Class Code: PPD

Seq	Customer	Account	Routing	Amount	C/D	TC	H	Individual ID
0000002	Joyce	123456	081212574	1.00	D	27		1
0000001	Minnie Mouse	10102481	081212574	2.00	D	27		1

Total Credits: \$0.00  
 Total Debits: \$3.00

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