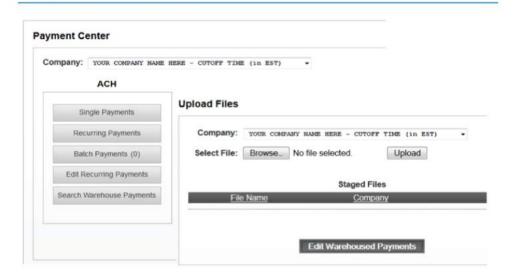
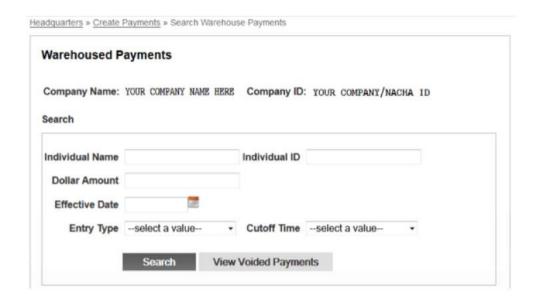




SEARCHING WAREHOUSE



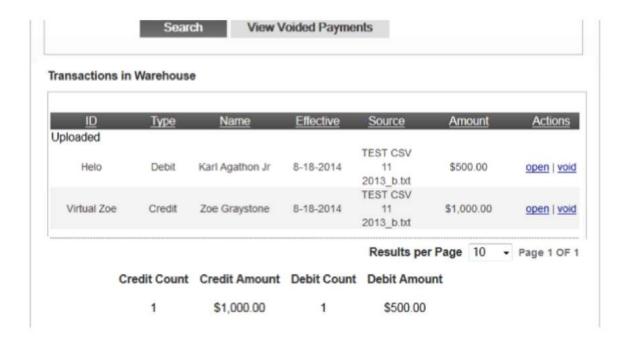
- » Payments Tab choose Create Payments or Upload Files
- » Enter you're the company name and hit enter
- » Choose Search Warehouse Payments or Edit Warehoused Payments



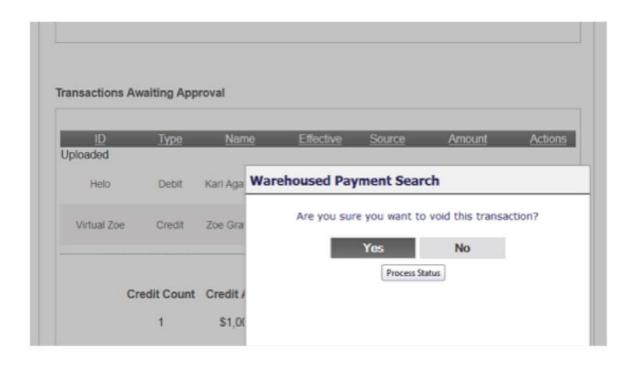
- » Search can be done with NO CRITERIA (blind search) or by any combination of the criteria
- » Search

(A blind search (leaving all fields blank) will bring up every transaction you have in the warehouse at that time. It will give you the total of all of the transactions at the bottom)

ACH.COM TRAINING 2

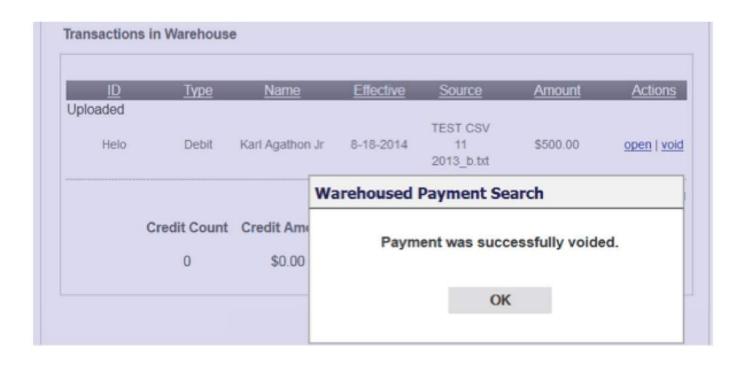


- » OPEN to edit or adjust, once the changes have been completed, select UPDATE to save
- » VOID to void any transaction before they are released at cutoff



» A dialogue box will pop up for confirmation

ACH.COM TRAINING 3



ACH.COM TRAINING