

CUSTOMER GUIDE FOR ACH ORIGINATION



OLDMISSOURIBANK.COM

(417) 869-9000

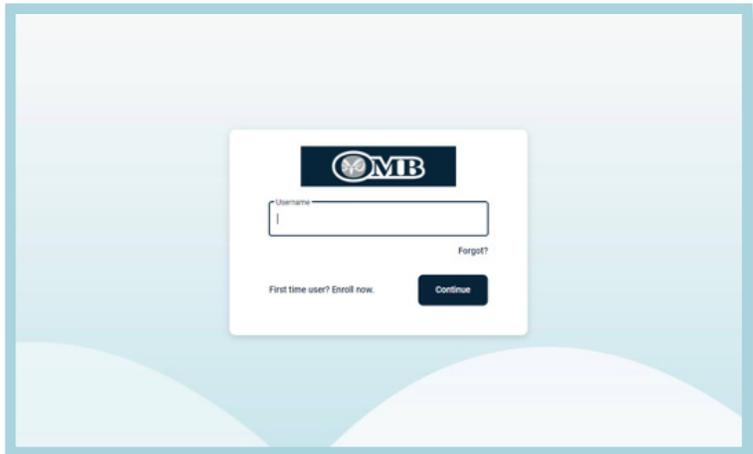


MEMBER FDIC

1

SIGN IN

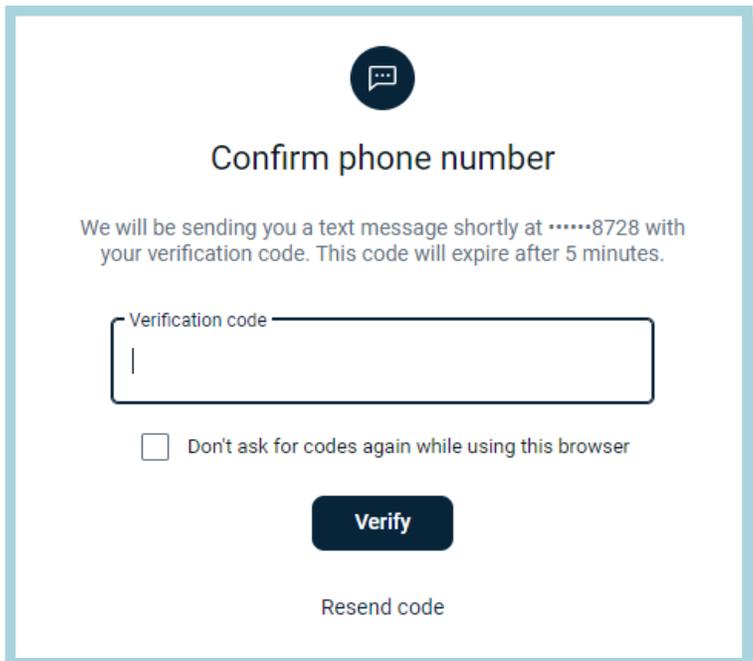
- Sign into online banking at oldmissouribank.com
- Select Continue



2

VERIFY

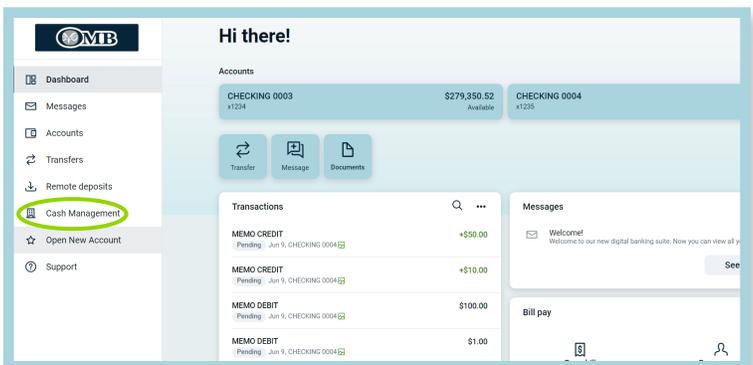
- Input verification code and select verify



3

DASHBOARD

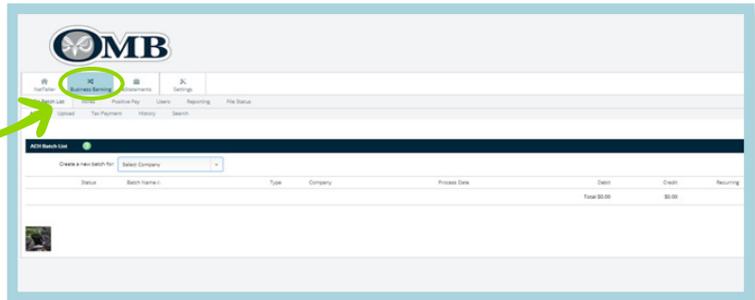
- On left select Cash Management tab



4

BUSINESS BANKING

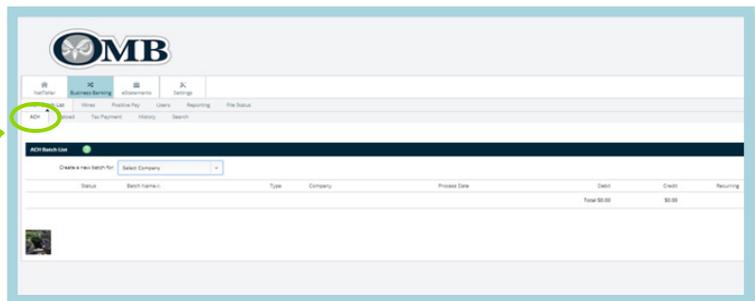
- At top select Business Banking tab



5

ACH TAB

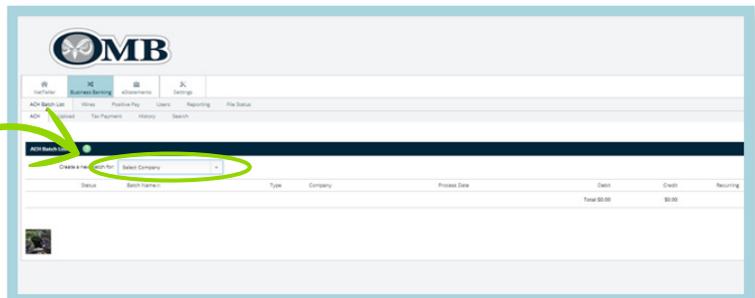
- On left select ACH tab



6

SELECT COMPANY

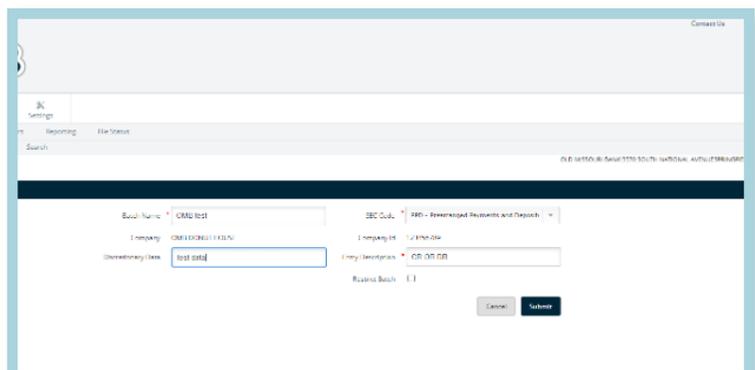
- Use dropdown to select company



7

NEW BATCH

- Add Batch name, please leave all other fields as shown
- Once complete, select Submit at bottom



8

ACCOUNT INFO

- At bottom, select **Add Multiple**. This option allows you to add multiple lines at a time.

Record Information

Name: OMB test batch Address Type: 00-No Address Information

ID Number: Address: Amount: 2 Precede:

Routing: 080310001 Search for ABA #: Account Type: Checking

Account Number: 1234 Transaction Type: Debit Credit Status: Active Hold

Buttons: Quick Add, Add Multiple, Cancel, Submit

9

BALANCED BATCH

- You must enter a balanced batch. For example, if you are entering multiple credits, you must also enter a debit for the total. In this example, the debit would be your account at OMB.
- Select **Submit** at the bottom when complete

Name	ABA	Routing	Account	Amount	Status
New Debit		080310001	1234	1.00	CR
New Debit		080310001	1234	1.00	CR
OMB Debit From		080310001	1234	2.00	DR

10

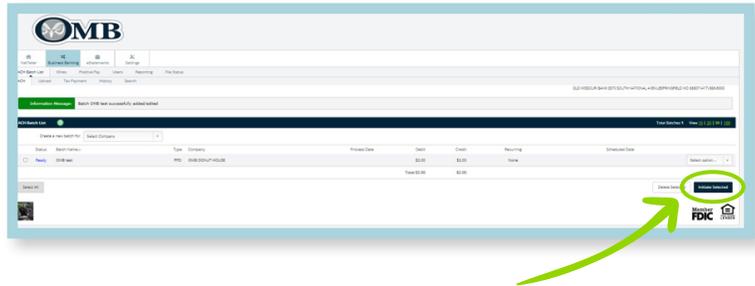
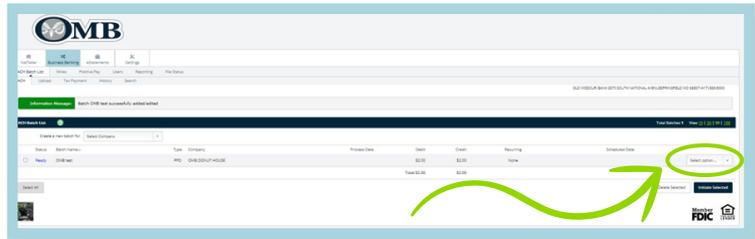
BATCH PREVIEW

- Batch should have a balanced total of debits and credits on this screen
- ***Warning** - edits need to be made here. Once batch has been processed no changes can be made.
- At the bottom, select **submit**

Name	ID Number	Amount	Routing	Account	Amount	Status	Date
New Debit	1234	1.00	080310001	1234	1.00	CR	
New Debit	1234	1.00	080310001	1234	1.00	CR	
OMB Debit From	1234	2.00	080310001	1234	2.00	DR	

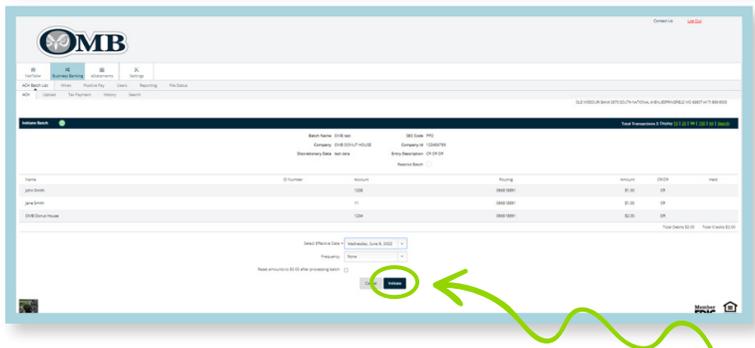
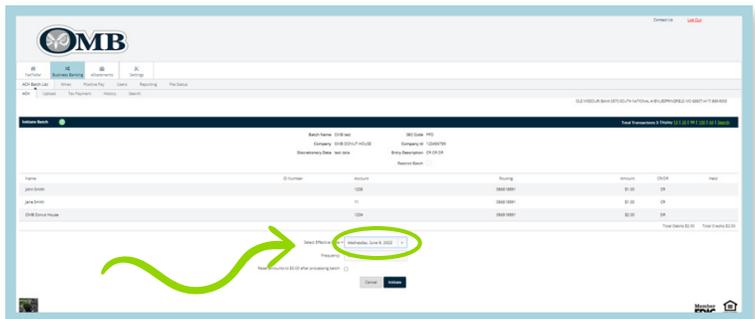
11 INITIATE BATCH

- On the right, use the select option dropdown and choose Initiate
- At the bottom, select Initiate Selected



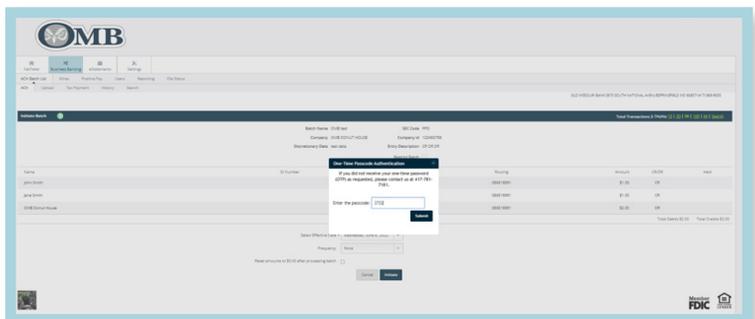
12 EFFECTIVE DATE

- From dropdown, select effective date
- At the bottom, select Initiate



13 AUTHENTICATION

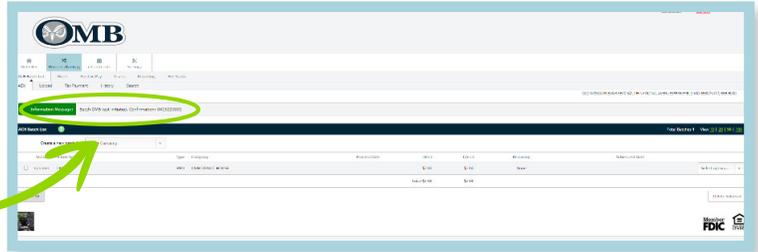
- One-Time Passcode Authentication will display
- Enter Passcode from text
- Select Submit



14

CONFIRMATION

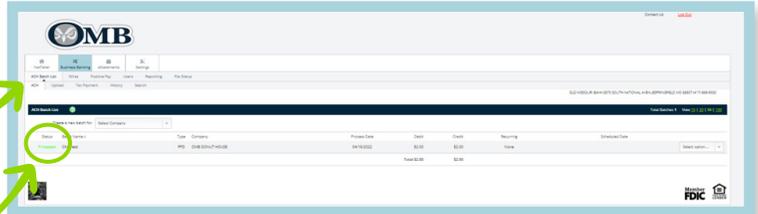
- Information Message will display with batch confirmation number



15

BATCH STATUS

- Main screen
- At top, select ACH tab
- Under Status, it will show Processed
- Again, once status is Processed - no changes can be made to batch



If you need further assistance, please contact
OMB Digital Banking
(417) 761-7181

