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TTACH – User Guide Script

Welcome to PayCorp. In this tutorial, we'll guide you through the key functions you'll use to create, manage, and approve transactions and generate batches.

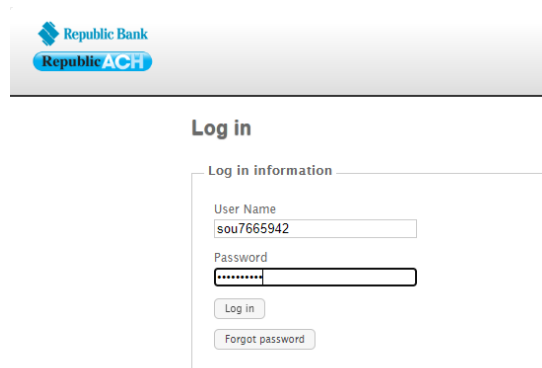
Let's get started.

1. MFA Set Up – First-Time Log In Procedure

Before logging in for the first time, download the Google or Microsoft Authenticator Application to your mobile device.

To begin:

Enter your Username and Password and select “Log In”.



Republic Bank
RepublicACH

Log in

Log in information

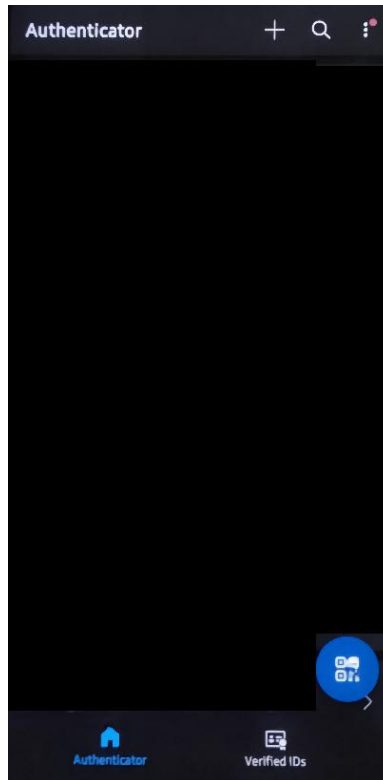
User Name
sou7665942

Password

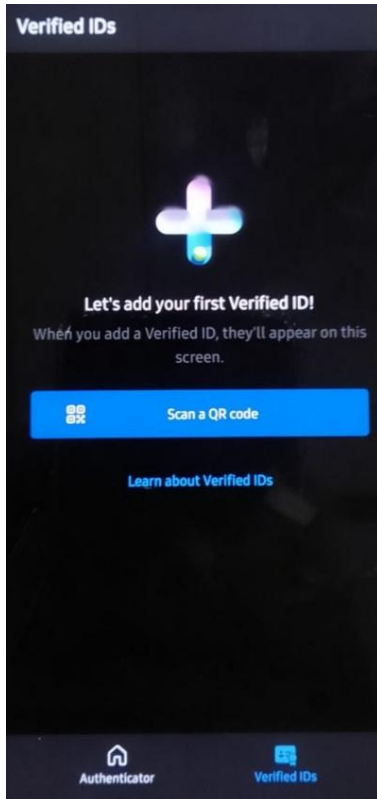
Log in

Forgot password

Next, open the Authenticator application and select “Verified IDs”.



Select “Scan a QR Code” and using your mobile device, scan the QR code displayed on the screen for registration.



PayCorp

Register Time-based One Time Password Authentication

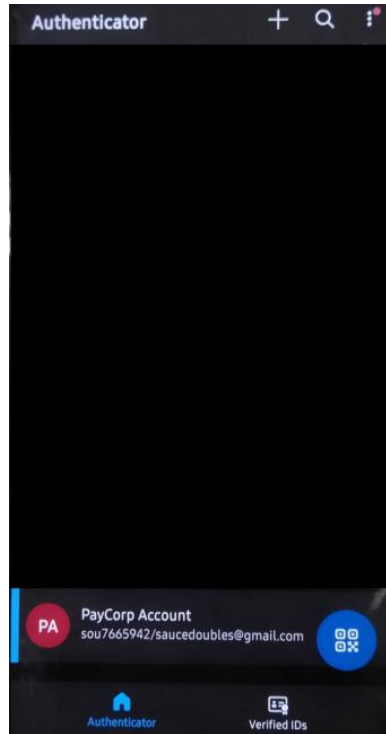
User Information

User Name

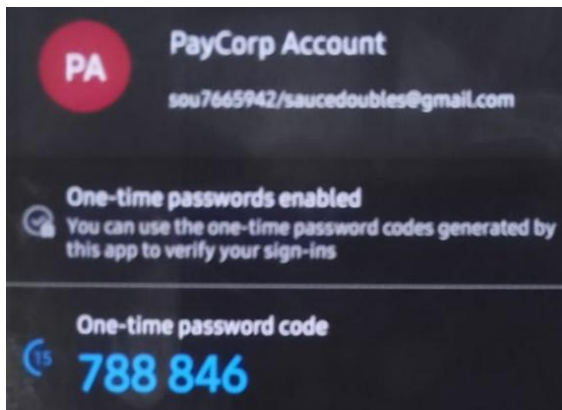
sou7665942

Confirm

Once your account has been registered in the Authenticator application, select the account to retrieve the One-Time Password.



When received, return to the RepublicACH Login screen, enter the One-Time Password, and select “confirm”.



Your Multi-Factor Authentication setup is now complete.

2. Log In Procedure

Multi-Factor Authentication is required each time you log in.

Enter your username and password and select “Log In”.

Log in

Log in information

User Name
ggraham

Password

Log in

Forgot password

Open your Authenticator application and retrieve the six-digit authentication code.

Enter the code into the Multi-Factor Authentication field and select “Validate”.

Two-Factor Authentication

 User needs to authenticate
User needs to authenticate. A code has been sent to your Authentication app. Please type the code in the field below

Two-Factor Authentication

User Name
ggraham

Code

3 2 2 4 4 3

Validate

Two-Factor Authentication

 User needs to authenticate
User needs to authenticate. A code has been sent to your Authentication app. Please type the code in the field below

Two-Factor Authentication

User Name

ggraham

Code

Validate

Once the code has been verified successfully, you will be redirected to the PayCorp home page and authenticated for use.

Instance
TTD

Home Page

- Global Configuration
- Roles / Users Configuration
- Participants Configuration
- Processing Configuration
- Processing
- User Reports
- Processing Reports
- Configuration Reports
- System

Hello, Welcome to PayCorp

Customer: Briar University TT

Code has been verified successfully. User is authenticated

Templates and Batches Summary

Template and Batch Summary

You can currently view [4 Inherited Templates](#)

There are [0 Batches Pending for Authorization](#)

There are [0 Pending Batches Authorized by you](#)

There are [0 Pending Batches Not Authorized by you](#)

Security

- Welcome
 - Garret Graham
 - Briar University TT
- Your password will expire in 37 days.
- Your last login date was on 07/13/2026 9:34:43 AM.

3. Create a Participant and Add an Account

To create a participant, on the Home Page, select the “Participants Configuration” tab and choose “Participants” from the menu.

The screenshot shows the PayCorp Home Page. On the left is a navigation menu with the following items: Instance (TTD), Home Page, Global Configuration, Roles / Users Configuration, **Participants Configuration** (highlighted with a red box), Financial Institutions, Originators, **Participants** (highlighted with a red box), Processing Configuration, Processing, User Reports, Processing Reports, Configuration Reports, and System. The main content area has a header "Hello, Welcome to PayCorp" and a yellow status bar indicating "Code has been verified successfully. User is authenticated". Below this are two panels: "Templates and Batches Summary" and "Security". The "Templates and Batches Summary" panel shows that the user can currently view 4 inherited templates, 0 batches pending for authorization, 0 pending batches authorized by the user, and 0 pending batches not authorized by the user. The "Security" panel shows a welcome message for Garret Graham and Briar University TT, and indicates that the password will expire in 37 days and the last login date was on 07/13/2026 9:34:43 AM.

On the “Participants” page, select “Create Participant”.

The screenshot shows the Participants page. At the top is a "Participants" header. Below it is a "Filter Fields" section with input fields for "Identification" and "Name", and a "Search" button. Below the search fields is a table showing a list of participants. The table has columns for "Identification" and "Name". The table shows 10 entries, with a "Show 10 entries" dropdown. The table data is as follows:

Identification	Name
13-05-2026 76	Adrianna Frank
13-05-2026 6	Afisha Bobcombe
13-05-2026 114	Afiya Holder
13-05-2026 101	Aisha Paul-Simon
13-05-2026 48	Akeesha Crichlow
13-05-2026 19	Akeesha Dover
13-05-2026 56	Alexandra Roopchan
IBCREDIT8	Alicia Rose
13-05-2026 99	Altisha Hernandez
13-05-2026 23	Amanda Joachim

Below the table is a "Showing 1 to 10 of 503 entries" message. At the bottom left of the page is a "Create Participant" button, which is highlighted with a red box.

Complete the required data fields, including:

- Identification
- Participant’s Name

The Originator field will populate automatically, and “Active Status” will be checked by default.

Create Participant

Fields

Originator	Briar University TT
Identification	15932
Name	John Thomas
Has Active Status	☒

Create

Back to List

Select “Create”.

The confirmation message “Record created successfully” will indicate that the record was properly created.

Create Participant Account

Record created successfully.

Fields

Participant	John Thomas
Account Number	
Type	Checking Account
Payment Standard	NACHA
Financial Institution	--Select a Financial Institution--
Has Active Status	☒

Next, add the participant’s account information.

Enter the account number select the account type, ensure that the payment standard is set to “NACHA” and choose the financial institution.

The participant’s name will populate automatically, and the “Active Status” box will be checked by default.

Create Participant Account

▲ Record created successfully.

Fields

Participant	John Thomas
Account Number	0123456789
Type	Savings Account ▼
Payment Standard	NACHA ▼
Financial Institution	First Citizen Bank ▼
Has Active Status	☒

Create

Back to Participant details

Once completed, select “Create”.

The confirmation message “Record created successfully” will be displayed.

Participant Details

[Help](#)

Record created successfully.

Participant Details

Identification:	15932
Name:	John Thomas
Modification Date:	07/15/2026
Last Modifier User:	Carret Graham
Originator:	Briar University TT
Has Active Status:	☒
Communication:	

Approved Accounts

Show **10** entries

Search:

	Account Number	Account Type	Financial Institution	Payment Standard
Delete Edit Details	0123456789	Savings Account	First Citizen Bank	NACHA

Showing 1 to 1 of 1 entries

First Previous

[Back to List](#)
[Add Account](#)

Repeat these steps for each participant you wish to add.

4. Create Individual Transactions

To create an individual transaction, select the “Processing” tab and choose “Inherited Templates”.

The screenshot shows the PayCorp dashboard. On the left is a sidebar with a navigation menu. The 'Processing' tab is selected, which contains sub-items: 'Inherited Templates', 'Batch Templates', and 'Template Scheduler Tasks'. The main content area is titled 'Hello, Welcome to PayCorp' and contains two panels. The 'Security' panel shows a welcome message and login information for 'Garret Graham' and 'Briar University TT'. The 'Templates and Batches Summary' panel shows a summary of templates and batches, including links to 'Inherited Templates', 'Batches Pending for Authorization', 'Pending Batches Authorized by you', and 'Pending Batches Not Authorized by you'.

Select “Details” for the appropriate template.

Review any existing transactions in the “Approved Transactions” section and remove them if necessary.

Select “Add Transaction”.

Inherited Templates

> Help

Filter Fields

Name

Search

Inherited Templates

Show10▼entries

	Name	Transaction Type	Account Number	Comments
Edit Details Restore	Payroll Test	Credits	090802424701	PAYROLL
Edit Details Restore	Premiums	Debits	090802424701	PREMIUMS
Edit Details Restore	Payroll	Credits	150228174901	PAYROLL
Edit Details Restore	Dividends	Debits	150228174901	AUTOTFRSDR

Showing 1 to 4 of 4 entries

FirstPrevious1NextLast

Template Details

[Help](#)

Template Details

Template Information	
Name:	Payroll Test
Creation Date:	06/22/2026
Batch Processed By:	Effective Date
Effective Date:	06/22/2026
Transactions Type:	Credits
Payment Standard:	NACHA
Originator Customer Account:	090802424701
Transactions Number:	0
Total Debits:	TTD0.00
Total Credits:	TTD0.00
Authorization Level:	9
Comments:	PAYROLL
Payment Type:	Batch Payment
Destination:	Local Transactions
Use Discretionary Data:	☐
Communication:	

Approved Transactions

Show **10** entries

Transaction Type	Prenote	Participant	Account Number	Financial Institution	Amount	Addenda	Description
No matching records found							

Showing 0 to 0 of 0 entries
[First](#)
[Previous](#)
[Next](#)
[Last](#)

[Back to List](#)
[Generate Batch](#)
[Add Transaction](#)
[Import Transactions](#)
[Delete All Transactions](#)
[Restore Template](#)

Create Transaction Template

Fields

Transaction Type	Credits ▼	
Prenote	☐	
Participant Name		Participants View
Amount	0.00	
Addenda Number	0	Addenda View
Description		

Create

[Back to Template details](#)

On the “Create Transaction Template” screen, enter the required information.

- The Transaction Type is determined by the template.
- “Prenote” must be left unchecked.
- Enter the Participant’s name or select the “Participants View” link and tick the radio button for the applicable Participant. This will autofill their data.
- Go back to “Transaction Detail”.
- Enter the transaction amount.

- Next, select “Addenda View” and enter a payment description such as Payroll, Salary Payment, or an Invoice Number. Please note that each transaction can only have one Addenda. Multiple Addendas will result in failure to process the file.
- If applicable, click “OK” to the message displayed.
- The Description field is optional as it would have been entered prior via the Addenda.

Create Transaction Template

Fields

Transaction Type: Create

Prenote: ☐

Participant Name: Amanda

Amount: 5.00

Addenda Number: 0

Description: Payroll

Create

Back to Template details

Participant Name	Identification	Bank	Account Number
☐ Adrianna Frank	13-05-2026 76	01010090(Republic Bank Ltd)	470026474801-Savings Account
☐ Afisha Bobcombe	13-05-2026 6	01010001(First Citizen Bank)	2144542-Savings Account
☐ Afiya Holder	13-05-2026 114	01010090(Republic Bank Ltd)	80016898531-Savings Account
☐ Aisha Paul-Simon	13-05-2026 101	01010090(Republic Bank Ltd)	460038220331-Savings Account
☐ Akeesha Crichlow	13-05-2026 48	01010002(Scotia Bank Ltd)	748154002156-Savings Account
☐ Akeisha Dover	13-05-2026 19	01010001(First Citizen Bank)	2844171-Savings Account
☐ Alexandra Roopchan	13-05-2026 56	01010002(Scotia Bank Ltd)	900354013388-Savings Account
☐ Alicia Rose	IBCREDIT8	01010090(Republic Bank Ltd)	150040660931-Savings Account
☐ Altisha Hernandez	13-05-2026 99	01010090(Republic Bank Ltd)	800027870801-Savings Account
☒ Amanda Joachim	13-05-2026 23	01010001(First Citizen Bank)	2484976-Savings Account

Showing 1 to 10 of 505 entries

Previous 1 2 3 4 5 ... 51 Next

Back to Transaction Detail

Create Transaction Template

Fields

Transaction Type	Credits ▼
Prenote	☐
Participant Name	Amanda Joa
Amount	5.00
Addenda Number	0
Description	Payroll July 2

Create

Back to Template details

Addenda

Payroll July 2026

Add

Addenda List

No matching records found

Back to Transaction Detail

Create Transaction Template

Fields

Transaction Type	Credits ▼
Prenote	☐
Participant Name	Amanda Joachim 01010001(First Citizen Bank) 2484976 - Savings Account Participants View
Amount	5.00
Addenda Number	1 Addenda View
Description	Payroll July 2026

Create

Back to Template details

Once all details have been entered, select “Create”.

A success message will be displayed, and the transaction will appear on the Approved Transaction List.

Template Details

[Help](#)

A transaction with the following information was created:

- Transaction Type: Credits
- Account Number: 2484976 (First Citizen Bank)
- Participant: Amanda Joachim
- Transaction Amount: TTDS.00

Template Details

Template Information	
Name:	Payroll Test
Creation Date:	06/22/2026
Batch Processed By:	Effective Date
Effective Date:	06/22/2026
Transactions Type:	Credits
Payment Standard:	NACHA
Originator Customer Account:	090802424701
Transactions Number:	1
Total Debits:	TTD0.00
Total Credits:	TTDS.00
Authorization Level:	9
Comments:	PAYROLL
Payment Type:	Batch Payment
Destination:	Local Transactions
Use Discretionary Data:	☐
Communication:	

Approved Transactions

Show **10** entries

	Transaction Type	Prenote	Participant	Account Number	Financial Institution	Amount	Addenda	Description
Delete Edit Details	Credits	No	Amanda Joachim	2484976	First Citizen Bank	TTDS.00	1	Payroll July 2026

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

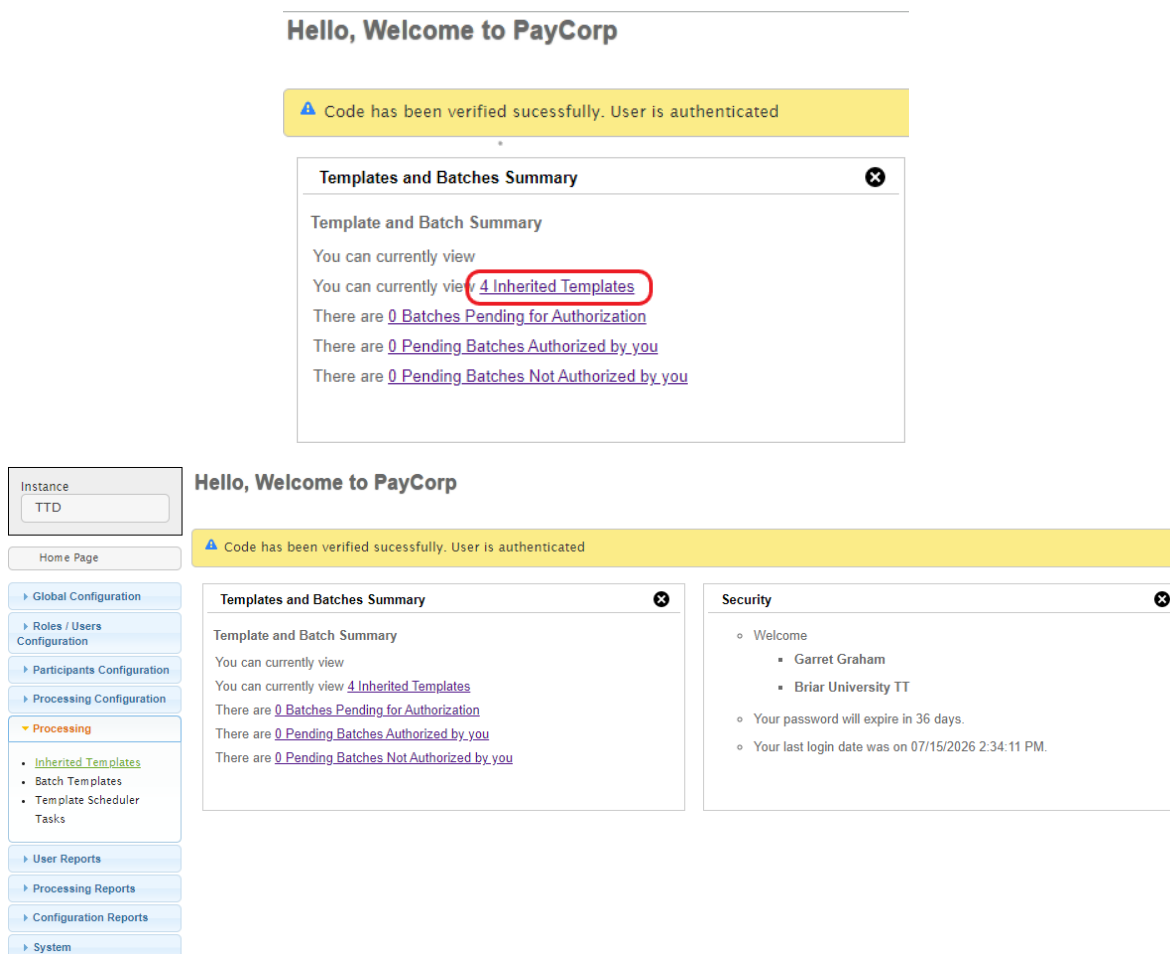
[Back to List](#) [Generate Batch](#) [Add Transaction](#) [Import Transactions](#) [Delete All Transactions](#) [Restore Template](#)

The batch can now be Generated and Approved.

Repeat these steps to add additional transactions.

5. Import a Transaction File

To import transactions, navigate to the “Inherited Templates” menu from the “Templates and Batches Summary” section on the Home Page or select the “Processing” tab and go to the “Inherited Templates” hyperlink.



The screenshot displays the RepublicACH user interface. At the top, a yellow banner reads "Code has been verified successfully. User is authenticated". Below this, the "Templates and Batches Summary" section is visible, showing a summary of templates and batches. The "Inherited Templates" link is highlighted with a red circle. To the left, a sidebar menu shows the "Processing" tab selected, with "Inherited Templates" listed under it. The "Security" section on the right shows the user's login details and password expiration.

Select “Details” for the relevant template.

Ensure that the Transactions Number field is zero (0).

Inherited Templates

Help

Filter Fields

Name

Search

Inherited Templates

Show 10 entries

	Name	Transaction Type	Account Number	Comments
Edit Details Restore	Payroll Test	Credits	090802424701	PAYROLL
Edit Details Restore	Premiums	Debits	090802424701	PREMIUMS
Edit Details Restore	Payroll	Credits	150228174901	PAYROLL
Edit Details Restore	Dividends	Debits	150228174901	AUTOTFRSR

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

If previous transactions exist, select “Delete All Transactions” and confirm the action.

A “successful” message will be displayed.

Template Details

Template Information

Name: Payroll Test

Creation Date: 06/22/2026

Batch Processed By: Effective Date

Effective Date: 06/22/2026

Transactions Type: Credits

Payment Standard: NACHA

Originator Customer Account: 090802424701

Transactions Number: 1

Total Debits: TTD0.00

Total Credits: TTD5.00

Authorization Level: 9

Comments: PAYROLL

Payment Type: Batch Payment

Destination: Local Transactions

Use Discretionary Data: ☐

Communication:

Approved Transactions

Show 10 entries

	Transaction Type	Prenote	Participant	Account Number
Delete Edit Details	Credits	No	Amanda Joachim	2484976

Showing 1 to 1 of 1 entries

Back to List Generate Batch Add Transaction Import Transactions **Delete All Transactions** Restore Template

▲ Template Transactions were deleted successfully

Template Details

Template Information	
Name:	Payroll Test
Creation Date	06/22/2026
Batch Processed By	Effective Date
Effective Date:	06/22/2026
Transactions Type:	Credits
Payment Standard	NACHA
Originator Customer Account:	090802424701
Transactions Number:	0
Total Debits:	TTD0.00
Total Credits:	TTD0.00
Authorization Level	9
Comments	PAYROLL
Payment Type	Batch Payment
Destination:	Local Transactions
Use Discretionary Data:	☐
Communication:	

Approved Transactions

Show **10** entries

Transaction Type	Prenote	Participant	Account Number	Financial Institution
No matching records found				

Showing 0 to 0 of 0 entries

[Back to List](#)
[Generate Batch](#)
[Add Transaction](#)
[Import Transactions](#)
[Delete All Transactions](#)
[Restore Template](#)

Next, select “Import Transactions”.

Browse and select your transaction file in either CSV or Excel format.

Choose the corresponding file format option and select “Import”.

Template Details

Template Information	
Name:	Payroll Test
Creation Date	06/22/2026
Batch Processed By	Effective Date
Effective Date:	06/22/2026
Transactions Type:	Credits
Payment Standard	NACHA
Originator Customer Account:	090802424701
Transactions Number:	0
Total Debits:	TTD0.00
Total Credits:	TTD0.00
Authorization Level	9
Comments	PAYROLL
Payment Type	Batch Payment
Destination:	Local Transactions
Use Discretionary Data:	☐
Communication:	

Approved Transactions

Show **10** entries

Transaction Type	Prenote	Participant	Account Number	Financial Institution
No matching records found				

Showing 0 to 0 of 0 entries

[Back to List](#)
[Generate Batch](#)
[Add Transaction](#)
[Import Transactions](#)
[Delete All Transactions](#)
[Restore Template](#)

Transactions Import

Fields

File Name	ACH Data File - CR - Paybank Testing. Browse
Format	CSV/TXT with Comma ▾ CSV/TXT with Comma Excel

Import

Back To Template Details

Once the upload is complete, you will see a confirmation message, the total credit value, and a list of imported individual transactions.

 Transactions have been successfully imported

- Participants Created: 0
- Participants Updated: 17
- Accounts Created: 0
- Transactions Processed: 17

The batch is now ready for generation and approval

6. Edit a Transaction

If a transaction requires modification before a batch is generated, navigate to “Processing” and select “Inherited Templates”.

Click on “Details” for the applicable Inherited Template.

Scroll to the approved transactions and select “Edit” for the specific entry.

Amend the respective data field value and in the “Transaction Edit” page and select “Edit”.

A confirmation message will indicate that the record was updated successfully.

Approved Transactions

Show 10 entries								
	Transaction Type	Prenote	Participant	Account Number	Financial Institution	Amount	Addenda	Description
Delete Edit Details	Credits	No	Sarah Yearwood	160026914601	Republic Bank Ltd	TTD200.00	1	
Delete Edit Details	Credits	No	Christom Linden Freder	500041688201	Republic Bank Ltd	TTD100.00	1	
Delete Edit Details	Credits	No	Christom Linden Freder	500041688201	Republic Bank Ltd	TTD100.00	1	
Delete Edit Details	Credits	No	Melanie Waldron	3200200091001	Republic Bank Ltd	TTD370.00	1	
Delete Edit Details	Credits	No	Summer Carter	200138960731	Republic Bank Ltd	TTD2.00	1	
Delete Edit Details	Credits	No	Kevin Ruben Thornhill	120007977832	Republic Bank Ltd	TTD500.00	1	
Delete Edit Details	Credits	No	Kevin Ruben Thornhill	120007977831	Republic Bank Ltd	TTD500.00	1	
Delete Edit Details	Credits	No	Shermica Wharwood	46002932865331	Republic Bank Ltd	TTD200.00	1	
Delete Edit Details	Credits	No	SBCS Global Learning I	000213063521	Republic Bank Ltd	TTD1,122.00	1	
Delete Edit Details	Credits	No	School of Higher Educa	800801509901	Republic Bank Ltd	TTD4,000.00	1	

Showing 1 to 10 of 17 entries

First Previous 1 2 Next Last

Transaction Edit

Fields

Transaction Type	Credits ▼	
Prenote	☐	
Participant Name	Sarah Yearwood 01010090(Republic Bank Ltd) 160026914601 - Checking Account	Participants View
Amount	200.00	
Addenda Number	1	Addenda View
Description		

[Edit](#)

[Back to Template Details](#)

Transaction Edit

Fields

Transaction Type	Credits	
Prenote	☐	
Participant Name	Sarah Yearwood 01010090(Republic Bank Ltd) 160026914601 - Checking Account	Participants View
Amount	50.00	
Addenda Number	1	Addenda View
Description		

Edit

Back to Template Details

Record updated successfully.

Template Details

Template Information	
Name:	Payroll Test
Creation Date:	06/22/2026
Batch Processed By:	Effective Date
Effective Date:	06/22/2026
Transactions Type:	Credits
Payment Standard:	NACHA
Originator Customer Account:	090802424701
Transactions Number:	17
Total Debits:	TTD0.00
Total Credits:	TTD500,509.80
Authorization Level:	9
Comments:	PAYROLL
Payment Type:	Batch Payment
Destination:	Local Transactions
Use Discretionary Data:	☐
Communication:	

Approved Transactions

Show 10 entries

	Transaction Type	Prenote	Participant	Account Number	Financial Institution	Amount	Addenda	Description
Delete Edit Details	Credits	No	Sarah Yearwood	160026914601	Republic Bank Ltd	TTD50.00	1	

Please note that participant profile information, including the participant's name, account number, and financial institution, cannot be edited within the template. If an error is identified within any of these fields, the transaction must be deleted entirely and a new transaction must be created or imported to the template.

7. Delete a Transaction

To delete a transaction, navigate to “Processing” tab and the applicable Inherited Template hyperlink.

Select “Delete” for the applicable Inherited Template.

Scroll to the approved transactions and click the “Delete” link and select the “Delete” action button on the “Transactions Delete” page.

Select “OK” when prompted.

The message “Record deleted successfully” will be displayed.

Transaction Delete

Transaction Details

Transaction Type:	Credits
Prenote	☐
Participant Name	Sarah Yearwood 01010090(Republic Bank Ltd) 160026914601 - Checking Account
Amount:	TTD50.00
Addenda Number:	1
Addenda:	TEST Active DDA
Description:	
Maker Checker Status:	Approved

Delete
Back to Template details

ach-paycorp-app-1.compute.internal.stg.rfhl.com says
Are you sure you want to delete this Transaction?

OK
Cancel

8. Update Effective Date

The effective date determines when transactions will be credited.

To update this date, on the Home Page, navigate to “Processing” and select “Inherited Templates”.

Inherited Templates

[Help](#)

Filter Fields

Name

Search

Inherited Templates

Show 10 entries

	Name
Edit Details Restore	Payroll Test
Edit Details Restore	Premiums
Edit Details Restore	Payroll
Edit Details Restore	Dividends

Showing 1 to 4 of 4 entries

Select “Edit” for the desired template.

Using the calendar, update the Effective Date field to the required processing date.

Edit Inherited Template

Fields

Template Information																																											
Name	Payroll Test																																										
Creation Date	06/22/2026																																										
Batch Processed By	Effective Date ▼																																										
Effective Date	06/22/2026																																										
Transactions Type	July 2026 <table> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Su	Mo	Tu	We	Th	Fr	Sa																																					
			1	2	3	4																																					
5	6	7	8	9	10	11																																					
12	13	14	15	16	17	18																																					
19	20	21	22	23	24	25																																					
26	27	28	29	30	31																																						
Payment Standard																																											
SEC code																																											
Originator Customer Account																																											
Transactions Number																																											
Total Debits																																											
Total Credits																																											
Authorization Level																																											
Comments	PAYROLL ▼																																										
Payment Type	Batch Payment ▼																																										
Destination	Local Transactions ▼																																										

Select “Edit” to save your changes.

A confirmation message will indicate that the record has been updated successfully.

 Record deleted successfully.

9. Generate a Batch

Before generating a batch, review all approved transactions to ensure that the information is accurate.

Then, scroll to the bottom of the Template Details page and select “Generate Batch”.

A confirmation message will indicate that the batch has been generated successfully.

Template Details

Template Information

Name:	Payroll Test
Creation Date:	06/22/2026
Batch Processed By:	Effective Date
Effective Date:	07/16/2026
Transactions Type:	Credits
Payment Standard:	NACHA
Originator Customer Account:	090802424701
Transactions Number:	19
Total Debits:	TTD0.00
Total Credits:	TTD500,467.80
Authorization Level:	9
Comments:	PAYROLL
Payment Type:	Batch Payment
Destination:	Local Transactions
Use Discretionary Data:	☐
Communication:	

Approved Transactions

Show 10 entries

	Transaction Type	Prenote	Participant	Account Number	Financial Institution	Amount	Addenda	Description
Delete Edit Details	Credits	No	Christom Linden Freder	500041688201	Republic Bank Ltd	TTD100.00	1	
Delete Edit Details	Credits	No	Christom Linden Freder	500041688201	Republic Bank Ltd	TTD100.00	1	
Delete Edit Details	Credits	No	Melanie Waldron	3200200091001	Republic Bank Ltd	TTD370.00	1	
Delete Edit Details	Credits	No	Summer Carter	200138960731	Republic Bank Ltd	TTD2.00	1	
Delete Edit Details	Credits	No	Kevin Ruben Thornhill	120007977832	Republic Bank Ltd	TTD500.00	1	
Delete Edit Details	Credits	No	Kevin Ruben Thornhill	120007977831	Republic Bank Ltd	TTD500.00	1	
Delete Edit Details	Credits	No	Shermeca Wharwood	46002932865331	Republic Bank Ltd	TTD200.00	1	
Delete Edit Details	Credits	No	SBC's Global Learning I	000213063521	Republic Bank Ltd	TTD1,122.00	1	
Delete Edit Details	Credits	No	School of Higher Educa	800801509901	Republic Bank Ltd	TTD4,900.00	1	
Delete Edit Details	Credits	No	Ryan Rickhi	260055477801	Republic Bank Ltd	TTD2.00	1	

Showing 1 to 10 of 19 entries

First Previous 2 Next Last

[Back to List](#)
[Generate Batch](#)
[Add Transaction](#)
[Import Transactions](#)
[Delete All Transactions](#)
[Restore Template](#)

 Batch Successfully generated

10. Approve a Batch

To approve a batch, select “Batches Pending for Authorization” on the Home Page.

Alternatively, select “Processing” and then “Batch Templates”.

Templates and Batches Summary ✕

Template and Batch Summary

You can currently view

You can currently view [4 Inherited Templates](#)

There are 1 Batches Pending for Authorization

There are [0 Pending Batches Authorized by you](#)

There are [1 Pending Batches Not Authorized by you](#)

Instance
TTD

Home Page

Global Configuration

Roles / Users Configuration

Participants Configuration

Processing Configuration

Processing

- Inherited Templates
- Batch Templates
- Template Scheduler Tasks

User Reports

Processing Reports

Configuration Reports

System

Locate the relevant batch and review the information, including transaction type, effective date, account number, total value, and total transactions.

Batches

[Help](#)

Filter Fields

Name	Status
	All

[See](#)

Batches

Show 10 entries	Name	Status	Creation Date	Effective Date	Transaction Type	Account Number	Authorization Level	Totals Credits	Totals Debit	Approve
Details	Payroll Test	Pending	07/16/2026	07/16/2026	Credits	090802424701	9	Total Transactions: 19 Total Amount: TTD500,467.80	Total Transactions: 0 Total Amount: TTD0.00	☐

Select “Details” and verify the approved transactions against the corresponding CSV/Excel file.

Batch Details

Batch Information	
Name:	Payroll Test
Batch Status:	Pending
Generated Date:	07/16/2026
Effective Date:	07/16/2026
Batch Type:	Credits
Account Number:	090802424701
Account Type:	Checking Account
Number of Debits:	0
Total Debits:	TTD0.00
Number of Credits:	19
Total Credits:	TTD500,467.80
Authorization Level:	9
Pending Approvals:	9
Comments:	PAYROLL
Payment Type:	Batch Payment
Use Discretionary Data:	☐
SEC Code:	CCD
Communication:	

Approved Transactions

Show 10 entries

	Transaction Type	Prenote	Participant	Amount	Addenda	Description
Details	Credits	No	Christom Linden Freder	TTD100.00	1	
Details	Credits	No	Christom Linden Freder	TTD100.00	1	
Details	Credits	No	Melanie Waldron	TTD370.00	1	
Details	Credits	No	Summer Carter	TTD2.00	1	
Details	Credits	No	Kevin Ruben Thornhill	TTD500.00	1	
Details	Credits	No	Kevin Ruben Thornhill	TTD500.00	1	
Details	Credits	No	Sharmica Wharwood	TTD200.00	1	
Details	Credits	No	SBCS Global Learning I	TTD1,122.00	1	
Details	Credits	No	School of Higher Educa	TTD4,000.00	1	
Details	Credits	No	Ryan Rickhi	TTD2.00	1	

Showing 1 to 10 of 19 entries

Previous 1 2 Next

Back to List Approve Decline

If necessary, review individual transaction details, including participant information, account numbers, financial institutions, transaction amounts, and Addenda descriptions.

Transaction Details

Transaction Details

Transaction Type:	Credits
Prenote	☐
Name	Christom Linden Freder
Account Number	(Checking Account) 500041688201
Financial Institution	(01010090) Republic Bank Ltd
Amount:	TTD100.00
Addenda Number:	1
Addenda:	TEST Closed DDA
Description:	
Maker Checker Status:	Approved
:	

Base Transaction

Transaction Type:	Credits
Prenote	☐
Name	Christom Linden Freder
Account Number	(Checking Account) 500041688201
Financial Institution	(01010090) Republic Bank Ltd
Amount:	TTD100.00
Addenda Number:	1
Addenda:	TEST Closed DDA
Description:	
Maker Checker Status:	Approved

Return to Batch Details

Once the verification is completed, select “Approve” or return to the previous page, select the checkbox for the pending batches, and action accordingly.

If the data is in order, click “Approve”.

If discrepancies are identified, click “Decline”.

Batches

Show	10	entries	Search								
	Name	Status	Creation Date	Effective Date	Transaction Type	Account Number	Authorization Level	Totals Credits	Totals Debit	☐ Approve	
Details	Payroll Test	Pending	07/16/2026	07/16/2026	Credits	090802424701	9	Total Transactions: 19 Total Amount: TTD500,467.80	Total Transactions: 0 Total Amount: TTD0.00	☒	
Details	Premiums	Approved	07/16/2026	07/16/2026	Debits	090802424701	9	Total Transactions: 0 Total Amount: TTD0.00	Total Transactions: 14 Total Amount: TTD7,726.85	☐	
Details	Payroll Test	Approved	07/16/2026	07/16/2026	Credits	090802424701	9	Total Transactions: 19 Total Amount: TTD500,467.80	Total Transactions: 0 Total Amount: TTD0.00	☐	

Showing 1 to 3 of 3 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Approve](#) [Decline](#)

Enter your login password and select “Accept”.

Insert Your Password

Password:

Accept

Cancel

Operation Summary

Show	10	entries	Batch Name	Details
			Payroll Test	The Batch was Approved and Generated

Showing 1 to 1 of 1 entries

The batch status will be updated accordingly, and a corresponding confirmation message will be displayed in the “Operations Summary” section.

11. Generating The Batch Templates Report

From the Home Page, select the “Processing Reports” tab and choose “Batch Template” from the drop-down menu.

Instance
TTD

Home Page

▶ Global Configuration

▶ Roles / Users Configuration

▶ Participants Configuration

▶ Processing Configuration

▶ Processing

▶ User Reports

▼ Processing Reports

- Inherited Template
- Batch Template
- Processed Batches
- Returns
- Invoice
- Balance Report
- Generated Files
- Messages Report

▶ Configuration Reports

▶ System

On the Batch Template Report page, complete the required data fields.

Begin by selecting the Initial Date, which is the start date for the report.

Next, select the End Date.

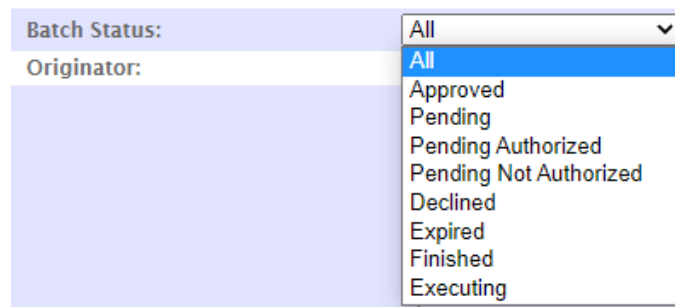
Choose the Batch Status from the drop-down menu or leave it set to “All” if you would like to include every batch status.

Under “Batches”, select the specific batch name you wish to include, or choose “Select All” to include every available batch.

To display the individual transactions within the report, ensure that the “View Transactions” checkbox is selected.

Next, choose how you would like the transactions to be sorted by selecting an option from the “Order Transactions By” drop-down menu.

Then, select your preferred Report Format and Report Options.



The image shows a screenshot of a web application interface. On the left, there are two labels: "Batch Status:" and "Originator:". To the right of "Batch Status:" is a dropdown menu that is currently open, displaying a list of batch statuses. The "All" option is highlighted in blue at the top of the list. Below "All", the following options are listed: "Approved", "Pending", "Pending Authorized", "Pending Not Authorized", "Declined", "Expired", "Finished", and "Executing". The "Originator:" label is positioned below "Batch Status:" and is currently empty.

Batch Template Report

[Help](#)

Fields

Initial Date:	
End Date:	
Batch Status:	
Originator:	

Order Transactions By:

Report Format:

Report Options:

Report Format:

Report Options:

Report Options:

Once all fields have been completed, select “Generate.”

The Batch Template Report will either be displayed at the bottom of the Batch Template Report page or exported to your selected Reports folder.

The Batch Template Report includes:

- The date and time the report was generated
- The Originator Name
- The Originator ID
- The Template Name
- File and transaction details

Batch Templates Report

7/17/2026

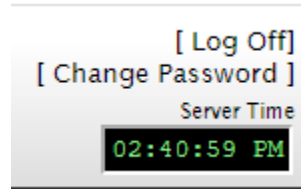
12:22:23 PM

Originator Name:	Briar University TT	Originator Id:	5000235
Template Name:	Premiums		
Date Created:	7/13/2026 1:34:41 PM	Batch Type:	Debit
Corporate Customer Account:	090802424701-Current	Financial Institution:	Republic Bank Ltd (01010090)
Number of Debits:	2	Number of Credits:	0
Total Debits:	TTD 622.85	Total Credits:	TTD 0.00
Authorization Level:	9	Effective Date:	7/13/2026
Comments:	PREMIUMS	Batch Status:	Expired
Product:	0	Processed Via	ACH
Currency:	TTD		
Destination:	Local Transactions		

Trx Type	Prenote	Account	Bank	Amount	Part. ID	Part. Name	Description
Debit	No	270037376301 - Current	Republic Bank Ltd (01010090)	TTD 422.85	TEST NSF	Khalisah Sobrattee	
Debit	No	660085316201 - Current	Republic Bank Ltd (01010090)	TTD 200.00	TEST R16	Kristian Barry Hall	

12. Log Off Procedure

To log off, simply select the “Log Off” button.



You will be returned to the login page, completing your session securely.

Log in

Log in information

User Name

Password

Thank you for using PayCorp.

For additional assistance, please contact your system administrator.