

# Creating & Sending an ACH – Small Business

Only Company Administrators and Users with ACH permissions will be able to create an ACH in Business Online Banking. Company Administrators must permission any additional Users to have access to the ACH Company before the User is able to create an ACH Batch. Instructions for how to create a new ACH the Small Business Online Banking Platform are outlined below.

# Creating an ACH:

# Step 1:

From the **Dashboard** homepage, click the **Payments** tab and select **ACH Entry** from the dropdown menu.

<u>Payments</u>	Administration.	
Loan Payment	ts Payments <u>ACH Entry</u> <u>Wire Entry</u> <u>Tax Payment Entry</u> <u>Payment Approval</u> <u>Add Payee</u>	Positive Pay - <u>Positive Pay</u>

#### Step 2:

From the Add Payee screen, select the Payments option from the list at the top of the screen.

Da	ashboard	Transfe	<u>ers</u>	ivities & Re	<u>porting</u>	Pay	<u>ments</u> <b>∨</b>	Administr	ration. ✓				
CH Entry													
Filter By			Payees										Add Payee
All Payees			Payee Name -	ID #	Payee Acc Set Payment	t / Bank Defaults:	Date	Amount	Co	mpany	Entry Type Set Default	۲	Account
Test	ACH Te ACH Te		0719 PF Test	ACH Test	074 211:	(CHK)	12/13/2017	( <b>P</b> )	111 Fun	- Test Pre d	Use Default	۲	Choose Account
Test 3	-		719-PF Reversal	ACH Test Revsl	074 211	(CHK)	12/13/2017	p	111 Fun	- Test Pre d	Use Default	T	Choose Account
Submit	Reset		<u>Test</u> 1234		123 011	CHK)	12/13/2017	<b>H</b>	111 Fun	- Test Pre d	Use Default	Ŧ	Choose Account



# **Step 3:**

On the *Add Payee Form*, enter the Payee information requested. Click *Add* at the bottom of the screen to continue.

Add Payee Form			
	* Payee Name:	Test Test	
Payment Type Selections			
Payments			
	Location:		
	Telephone:		
	* Payee's ID Number:		
	Department/Group:	No Group 🔻	
	* Payee's Account Number:		
* P	yee's Bank ABA/Routing Number:		
	* Account Type:	Checking  Savings	
Tax			
Wire			
	Add C	ear Cancel	

# Sending an ACH:

### Step 1:

From the Dashboard, click the *Payments* tab and select *ACH Entry* from the dropdown menu.

<u>Payments</u>	Administration -	
Loan Payments Loan Payments	Payments ACH Entry Wire Entry Tax Payment Entry Payment Approval Add Payee	Positive Pay <u>Positive Pay</u>

# **Step 2:**

On the **ACH Entry** screen, input the required ACH information (Date, Amount, Entry Type, Account) next to the Payee Name that you want to make payment to and then click **Make Payment**.

iter By	Payees							🛉 Add Payee
	Payee Name -	ID #	Payee Acct / Bank	Date	Amount	Company	Entry Type	Account
All Pavees			Set Payment Defaults:	12/13/2017			Set Default	¥
-PF ACH Te -PF ACH Te Tost	0719 PF Test	ACH Test	074 211:	12/13/2017		111 Fund	Use Default	Choose Account
Test 3	719-PF Reversal	ACH Test Revsl	074 211	12/13/2017		111 Fund	Use Default	Choose Account
Submit Reset	<u>Test</u> 1234		123 011	12/13/2017		111 Fund	Use Default	Choose Account
	<u>Test 3</u> 123456789		12 01	12/13/2017		111 Fund	Use Default	Choose Account



# Step 3:

Once the *Make Payment* button is clicked, you will be able to review the ACH Entry information prior to submitting. Once reviewed, click the *Submit* button at the bottom of the page to continue.

# Step 4:

Once you submit your ACH payment, you will receive a screen confirming your payment has been successfully submitted. Click the Return button at the bottom of the screen to navigate back to the **Entry Page**.