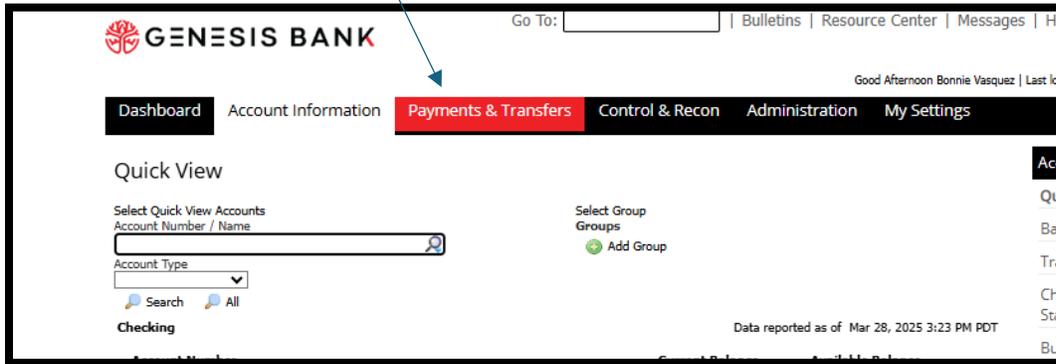
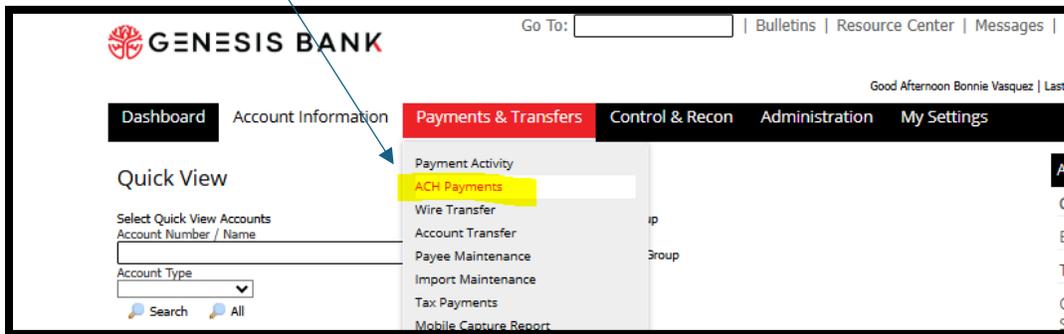


ACH Payments

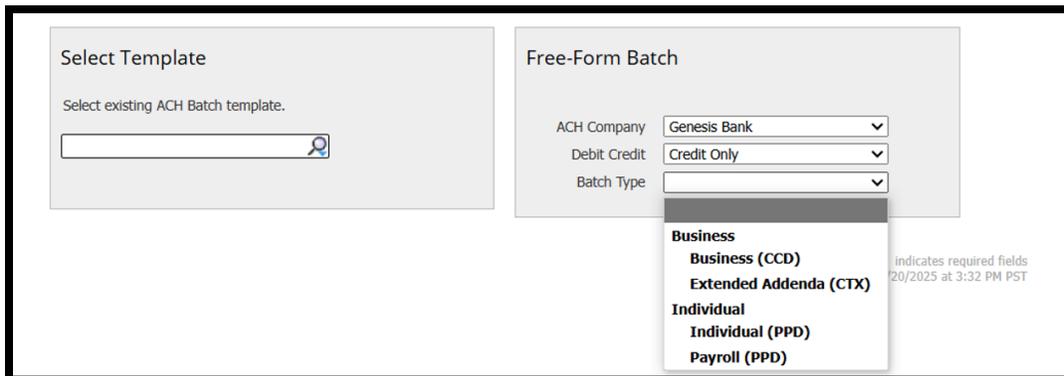
Go to Payments & Transfer Tab



Select ACH Payments

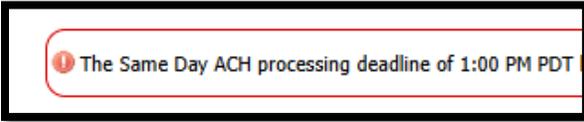


Select free form back and the type of transaction that you want to send.



From here you want to make sure you **change the date to today's date**. The system will **default to next-day processing**. You will also need a short description of the transaction.

Please Note:



You will click create new payee to add the payment company.

Create Batch

— Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete —

ACH Batch Details

Payment Date: 04/01/2025

ACH Company: Genesis Bank

Batch Type: Business (CCD) - Credit Only

* Offset Account: 0 (USD)

Memo: Apr 2025

Company Discretionary Data: []

* Company Entry Description: Test

Notify Me

Pending Actions: Notify via EMAIL
System Events: Notify via EMAIL
Complete - Unsuccessful: Notify via EMAIL
Complete - Successful: Notify via EMAIL
Early Action Taken: Notify via EMAIL
Early Action Removed: Notify via EMAIL
Expired: Notify via EMAIL

Exclude \$0.00/empty items during batch submission

Save as Template	Su	Mo	Tu	We	Th	Fr	Sa	Total Credits
		1	2	3	4	5		00 (0)
Page Credits	6	7	8	9	10	11	12	00 (0)
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				

Payees

Payee	Done	Account	* Amount	Addenda	Remittance + / -
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance
<input type="checkbox"/>	<input type="checkbox"/>	None Selected			<input type="checkbox"/> Remittance

Enter the payee name and ID. The ID is for your information and how the system recognizes the payment. You will then click add account to add the payee information.

Payee

Save entry as Payee record?
Entry will be saved permanently as a payee record to be used in other payment templates

Payee Information

* Payee Name Display Name

* Payee ID Address 1

* Payee Type Address 2

Address 3

Note: P.O. Boxes are not valid for Wires and RT Payments

Email Address

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account
No accounts defined for payee				

Add the account number and bank information. You can use the bank lookup to verify the bank routing number. (See note below for Bank Lookup) Once completed hit save. (Bank ID = Receiving Bank Routing #) →SAVE ACCOUNT

Add Payee Account

Account Information

* Account Name

* Beneficiary ID Type

* Account Number

ACH Information

Bank Lookup

* Bank ID Prenote

Bank Name

Account Type

When using Bank Look up, Type in Bank Name and Search. Multiple Bank names and routing numbers may appear. Be sure to use option with green Icon for ACH

Bank Lookup

Search Details

Bank Name: City:
Bank ID: State Abbreviation:
Bank Reference Type: Fed ABA

Bank ID	Bank Name	City	State Abbreviation			
011100106	WELLS FARGO BANK	MINNEAPOLIS	MN		<input type="button" value="View"/>	<input checked="" type="button" value="Select"/>
021101108	WELLS FARGO BANK	MI	MN		<input type="button" value="View"/>	<input checked="" type="button" value="Select"/>
021200025	WELLS FARGO BANK	MINNEAPOLIS	MN		<input type="button" value="View"/>	<input checked="" type="button" value="Select"/>

Prev 1 2 3 ... 14 Next Go to page 1 Showing 1 - 10 of 134 Items to display: 10

If you will be sending this payment frequently you can save the payee by checking the box at the top. This will save the data for future use.

Click save.

Current Progress: 1 Select — 2 Request — 3 Review — 4 Complete

ACH Batch Details

Payment Date:

ACH Company: **Genesis Bank**

Batch Type: **Business (CCD) - Credit Only**

* Offset Account: *3456 - Checking (Basic Checking) - \$0.00 (USD)

Memo:

Save as Template

Total Credits: **\$1.00 (1)** Total Debits: **\$0.00 (0)**

Page Credits: **\$1.00 (1)** Page Debits: **\$0.00 (0)**

Company Discretionary Data:

* Company Entry Description:

Notify Me

Pending Actions: Notify via EMAIL
System Events: Notify via EMAIL
Complete - Unsuccessful: Notify via EMAIL
Complete - Successful: Notify via EMAIL
Early Action Taken: Notify via EMAIL
Early Action Removed: Notify via EMAIL
Expired: Notify via EMAIL

Exclude \$0.00/empty items during batch submission

Enter the account number from the drop down and amount of payment. Once completed hit request batch.

Payees

	Payee	Account	* Amount	Addenda	Remittance + / -
	Test Pay	*2345 (DDA) ▾	1.00		<input type="checkbox"/> Remittance
	<input type="text"/>	None Selected ▾			<input type="checkbox"/> Remittance
	<input type="text"/>	None Selected ▾			<input type="checkbox"/> Remittance
	<input type="text"/>	None Selected ▾			<input type="checkbox"/> Remittance
	<input type="text"/>	None Selected ▾			<input type="checkbox"/> Remittance
	<input type="text"/>	None Selected ▾			<input type="checkbox"/> Remittance
	<input type="text"/>	None Selected ▾			<input type="checkbox"/> Remittance
	<input type="text"/>	None Selected ▾			<input type="checkbox"/> Remittance
	<input type="text"/>	None Selected ▾			<input type="checkbox"/> Remittance
	<input type="text"/>	None Selected ▾			<input type="checkbox"/> Remittance

Add Payees
 Create New Payee

Request Batch
 Cancel

The last step is to confirm the batch on the next screen and that will submit the batch for same day payment.