ACH Payments

Go to Payments & Transfer Tab

₿GENES	IS BANK	Go To:		Bulletins Resour	ce Center Messag	ges H
		\mathbf{A}		Go	od Afternoon Bonnie Vasqu	ez Last lo
Dashboard Ad	count Information	Payments & Transfers	Control & Recon	Administration	My Settings	
Quick View						Acc
Select Quick View Acco	unts	s	elect Group			Qu
Account Number / Nam	e	0	Proups			Ba
Account Type	л					Tra
🔎 Search 🔎 All						Ch
Checking				Data reported as of Mar	28, 2025 3:23 PM PDT	Sta
A constant and co			Course h Re-		n-l	Bu

Select ACH Payments

CENESIS BANK	Go To:		Bulletins Resour	ce Center Messages I
			Go	od Afternoon Bonnie Vasquez Last
Dashboard Account Information	Payments & Transfers	Control & Recon	Administration	My Settings
Quick View	Payment Activity ACH Payments			Α
Select Quick View Accounts Account Number / Name	Wire Transfer Account Transfer	ip		Q B
Account Type	Payee Maintenance Import Maintenance Tax Payments	aroup		T

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

Select Template	Free-Form Bat	ch	
Select existing ACH Batch template.	ACH Company Debit Credit Batch Type	Genesis Bank Credit Only	
		Business Business (CCD) Extended Addenda (CTX) Individual Individual (PPD) Payroll (PPD)	indicates required fields '20/2025 at 3:32 PM PST

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:

The Same Day ACH processing deadline of 1:00 PM PDT I

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

Create E	Batch											
— Cur	rrent Progr	ress —	- 1 Se	elect -	—(2) Requ	est — 3	Review –	— 4 Complete	3		
ACH Batch I Payn ACH	Details nent Date Company G	14/01/20 ienesis l	29 👼 Bank	9				Company * Compan	Discretionary Data	a Test		
Ba * Offsel	atch Type B It Account Memo	usiness	(CCD) Apr	- Cred	dit On 25	ly ✓ O	0 (USD)		ৰ্ৰু <u>Notify Me</u>	Pending Actions: Notify System Events: Notify v Complete - Unsuccessfu Complete - Successful:	via EMAI ia EMAIL I: Notify Notify via	L via EMAIL EMAIL
Save as To Pa	Template otal Credits age Credits	6 13 1	0 IU 1 7 8 14 15	We 2 9 16	3 10 17	4 5 11 12 18 19	00 (0) 00 (0)	Exclude durin	\$0.00/empty item 9 batch submission	Early Action Taken: Noti Early Action Removed: I Expired: Notify via EMAI	ty via EM Notify via IL	IAIL EMAIL
Pavees		20 2 27 2	21 22 28 29	23 30	24	25 26						
	Paye					Done	Account		* Amount	Addenda	Ren	nittance + / -
×						Q	None Selec	ted 🗸				Remittance
×						Q	None Selec	ted 🗸				Remittance
×						Q	None Selec	ted 🗸				Remittance
×						Q	None Selec	ted 🗸				Remittance
×						Q	None Selec	ted 🗸				Remittance
×						Q	None Selec	ted 🗸				Remittance
×						Q	None Selec	ted 🗸				Remittance
×						Q	None Selec	ted 🗸				Remittance
×						Q	None Selec	ted 🗸				Remittance
×						Q	None Selec	ted 🗸				Remittance
🕥 Add Paye	ees 🔘 🕻	Create Ne	ew Paye	e								
🖋 Request	Batch 🗙	Cancel										

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.

Рауее				
Save entry as Payee record Entry will be saved permanent	? y as a payee record to be us	sed in other payment templ	ates	
Payee Information				
* Payee Name Test P	Pay	Display Name		
* Payee ID Test F	Pay	Address 1		
* Payee Type Busin	ess 🗸	Address 2		
		Address 3		
		N	ote: P.O. Boxes are not valid for fires and RT Payments	
		Email Address		
Payee Accounts				
Account Information	Bank Information	Authorized For Debit	Account Type	Default Account
No accounts defined for payer	2			
O Add Account				

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 #) \rightarrow SAVE ACCOUNT

Add Payee Account	×
Account Information * Account Name Test Pay * Beneficiary ID Type Account Number * Account Number 12345	
ACH Information Bank Lookup * Bank ID Bank Name Test Bank Account Type DDA V	Prenote No Prenote 📀 Add Prenote
Save Account X Cancel	

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					3
Search Deta	ils				
Ba	nk Name WELLS FARGO		City		
	Bank ID	St	ate Abbreviation		
Bank Refere	nce Type Fed ABA				
🔎 Search					
Bank ID	Bank Name	City	State Abbreviation		
Prev 1 2 3	14 Next Go to page 1	Showing 1 - 10	of 134		Items to display: 10
011100106	WELLS FARGO BANK	MINNEAPOLIS	MN	ACH	🔎 View 🖌 Select
021101108	WELLS FARGO BANK	MI	MN	RICH	🔎 View 🛛 🛷 Select
021200025	WELLS FARGO BANK	MINNEAPOLIS	MN	BCH	🔎 View 🛛 🛷 Select

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 Prog	ress — 1 Select	2 Request 3	Review — 4 Complete	
ACH Batch Details				
Payment Date	04/01/2025 🔊		Company Discretionary Data	
ACH Company G	ienesis Bank		* Company Entry Description	Test
Batch Type B	usiness (CCD) - Cree	dit Only	🥖 Notify Mo	Pending Actions: Notify via EMAIL
* Offset Account *	3456 - Checking (Basic	Checking) - \$0.00 (USD)	Noury me	System Events: Notify via EMAIL
Memo				Complete - Unsuccessful: Notify via EMAIL Complete - Successful: Notify via EMAIL
Save as Template				Early Action Taken: Notify via EMAIL
Total Credits	\$1.00 (1)	Total Debits \$0.00 (0)		Early Action Removed: Notify via EMAIL Expired: Notify via EMAIL
Page Credits	\$1.00 (1)	Page Debits \$0.00 (0)	Exclude \$0.00/empty items	

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

× Ø	Test Pay	*2345 (DDA)	1.00	Remittance
×	Q	None Selected 🗸		Remittance
×	Q	None Selected 🗸		Remittance
×	Q	None Selected 🗸		Remittance
×	Q	None Selected 🗸		Remittance
×	Q	None Selected 🗸		Remittance
×	Q	None Selected 🗸		Remittance
×	Q	None Selected 🗸		Remittance
×	Q	None Selected 🗸		Remittance
×	Q	None Selected 🗸		Remittance

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