Small Business
ACH Collection
Quick Reference Guide
ACH COLLECTIONS

Small Business ACH Collection this transaction type is used to collect customer debts, which are treated as ACH debits from the customer account.

TO CREATE A SMALL BUSINESS COLLECTION:

1. From the menu, select Payment Center. The Payment Center appears.
2. On the Small Business Payments List, click Add a Collection.

3. In the New Collection window, use the drop-down to select a payee. The list displays all eligible payees.
4. The Payee Account drop-down lists the account you want to debit. Be sure to select the appropriate item.
5. Use the To Account drop-down to select a credit account for deposit of funds.
6. Use the calendar icon to select a date for when you want the collection to occur.
7. Input the amount in the Collection Amount field.
8. Add any additional comments you want. The comments are internal; they will not appear on the payment to the customer.
9. Click Submit and Verify, verify the details are correct
10. Click on Collect
A payment will remain in Entered status in the Small Business Payment list until it is approved; it will need to be approved before it can be sent to the bank for processing.