ACH PAYMENTS

Small Business ACH payments can be made from a debit account to a payee account. Templates are not allowed in SMB.

TO CREATE A SMALL BUSINESS ACH PAYMENT:

1. From the menu, select Payment Center. The Payment Center workspace appears.
2. In the Payments widget, click Add a Payment.

3. In the New Payment window, use the drop-down to select a payee.
4. Select the appropriate payee account.
5. Select the payment method Standard Payment (ACH)
6. Select the account you want to debit.
7. Select the date when you need the payment to arrive.
8. Enter the amount you want to send.
9. (Optional) Enter a comment, if desired.
10. Click Submit and Verify.
11. Click Submit and Verify again.
12. Click Pay.
New Payment

Payee Name
Payee Name

Payee Account
000000000000000

Payment Method
Standard Payment (ACH)

From Account
000000000000 / AccountName – $0.00 Available

Payment Date
00/00/0000

Payment Amount
0.00 USD

Comments

Payment Total 0.00 USD

Submit and Verify  Save for Later  Cancel

Confirm Payment Details

Payee Name
Payee Name

Payee Account
000000000000000

Payment Method
Standard Payment (ACH)

From Account
000000000000 / AccountName – $0.00 Available

Payment Date
00/00/0000

Payment Total 0.00 USD

Pay  Edit
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.