

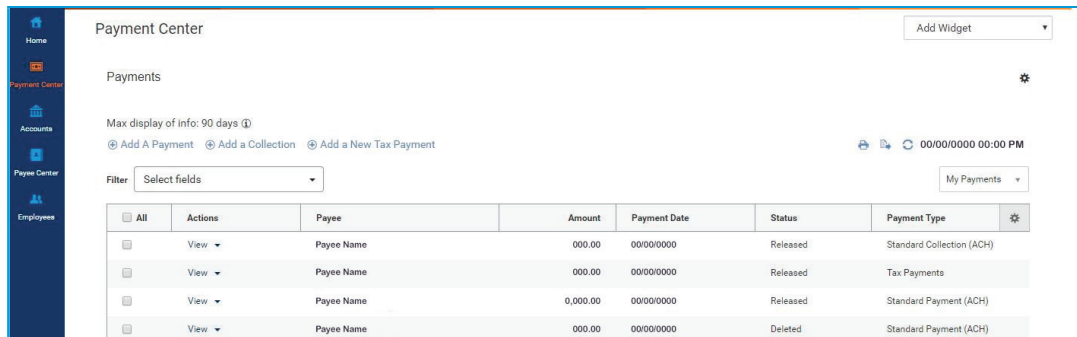
Small Business ACH Payment Quick Reference Guide

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
000000000000

Payment Method
Standard Payment (ACH)

From Account
0000000000 / AccountName - \$0,000.00 Available

Payment Date
00/00/0000

Payment Amount
000.00 USD

Comments

Payment Total 000.00 USD

[Submit and Verify](#) [Save for Later](#) [Cancel](#)

Confirm Payment Details

Payee Name
Payee Name

Payee Account
000000000000

Payment Method
Standard Payment (ACH)

From Account
0000000000 / AccountName - \$0,000.00 Available

Payment Date
00/00/0000

Payment Total 000.00 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.

The screenshot displays the 'Payment Center' interface. On the left is a vertical sidebar with navigation icons for Home, Payment Center, Accounts, Payee Center, and Employees. The main content area is titled 'Payment Center' and includes an 'Add Widget' dropdown. Below this, there are options to 'Add A Payment', 'Add a Collection', and 'Add a New Tax Payment'. A 'Filter' dropdown is set to 'Select fields', and a 'My Payments' dropdown is visible. The central part of the interface is a table with the following data:

All	Actions	Payee	Amount	Payment Date	Status	Payment Type
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Released	Standard Collection (ACH)
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Released	Tax Payments
<input type="checkbox"/>	View	Payee Name	0,000.00	00/00/0000	Released	Standard Payment (ACH)
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Deleted	Standard Payment (ACH)
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Deleted	Standard Collection (ACH)
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Released	Tax Payments
<input type="checkbox"/>	View	Payee Name	00.00	00/00/0000	Released	Standard Payment (ACH)

At the bottom of the table, it indicates 'Viewing 1-7 of 7 records'. To the right, there is a pagination control showing 'Display 10 per page' and 'Page 1 of 1'. Below the table are four buttons: 'Approve', 'Unapprove', 'Reject', and 'Delete'.