Guide to Create Quick ACH

The Quick ACH feature enables entitled users to create new one-time transfers.

Required Permissions

Before you can create Quick ACH transfers, you must be assigned to a role with the ability to submit ACH Batches. This can be located under “Account Access” when setting up sub-users’ profile.

1 Under the **Business Transfer and Pay** menu, click "Business ACH."
2. Click the dropdown menu and select "Quick ACH."

**Note:** This option can be used to make a one time payment to one payee.

3. Select the **Offset Account**.

**Quick ACH Submission**
Send ACH without creating ACH template. It's used for a one time payment to one payee.

**Transaction**
- **Offset Account**
- **Payment Company**
  - **Select Account**
  - **Select Company Name**
- **Transaction Type**
- **Entry Description**: e.g. payroll, bonuses 10
- **Access Level**
  - **Normal**: (All users with ACH permissions can access)
  - **Restricted**: (Only users with Restricted permissions can access)
Select the **Transaction Type**. This will apply the appropriate SEC code

**Quick Pay Transaction**
Send ACH without creating ACH template. It’s used for a one time payment to one payee.

**Transaction**

**Offset Account**
**Business Basic Check**
**Testing LLC**

**Transaction Type**
- **Select Transaction Type**

**Entry Description**
- *e.g. payroll, bonuses*

**Access Level**
- **Normal** (All users with ACH permissions can access)
- **Restricted** (Only users with Restricted permissions can access)

**Amount & Delivery**

**Amount**

**Deliver By**

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Input an **Entry Description**.

Note: This provides a description of the transaction to the payee. For example Dir Deposit, Payroll, Invoice, etc. Most receiving Financial Institutions will display this information on its bank statements.
6. Enter an **Amount** for the transaction.

Access Level
- Normal (All users with ACH permissions can access)
- Restricted (Only users with Restricted permissions can access)

**Amount & Delivery**

- **Amount**: $0.00
- **Deliver By**: MM/DD/YYYY

**Payee + Create New Payee**

Start Typing A Payee Name...

7. Select the "**Deliver By**" date.
8. Enter the **Payee** or **Create New Payee**.

9. Click "Submit."
A submission confirmation will display. On this confirmation you have the option to "View Submission Details."