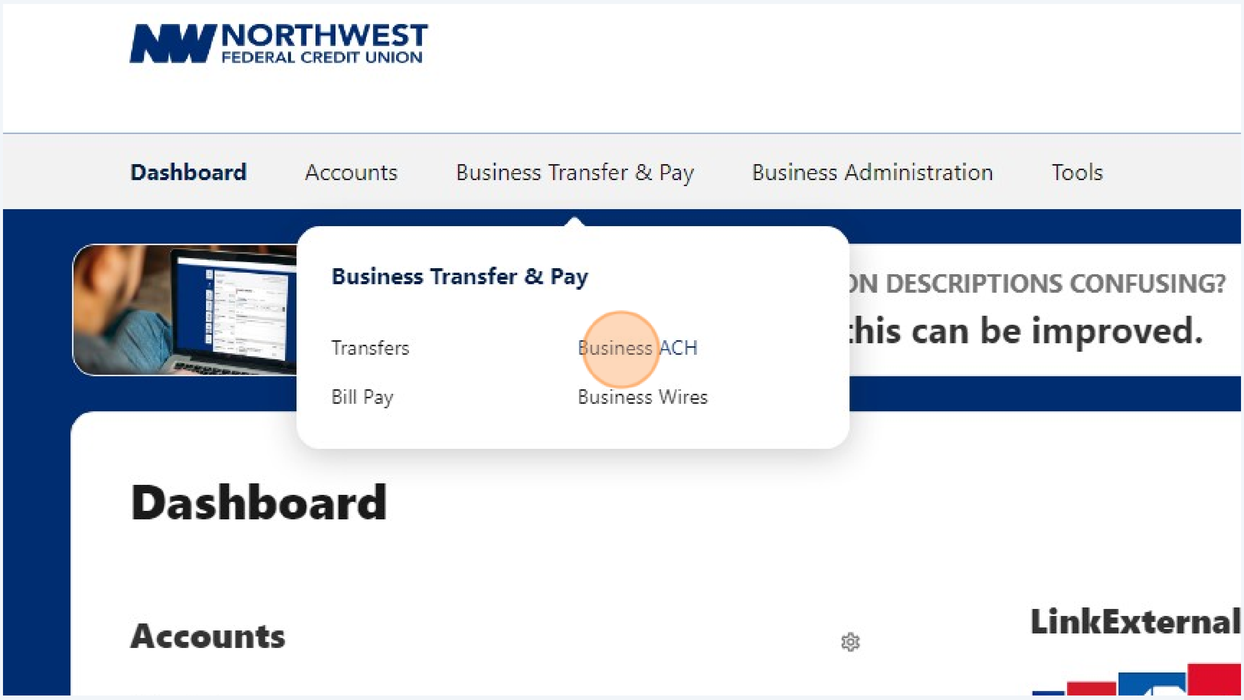
Guide to Create Quick ACH

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

Required Permissions

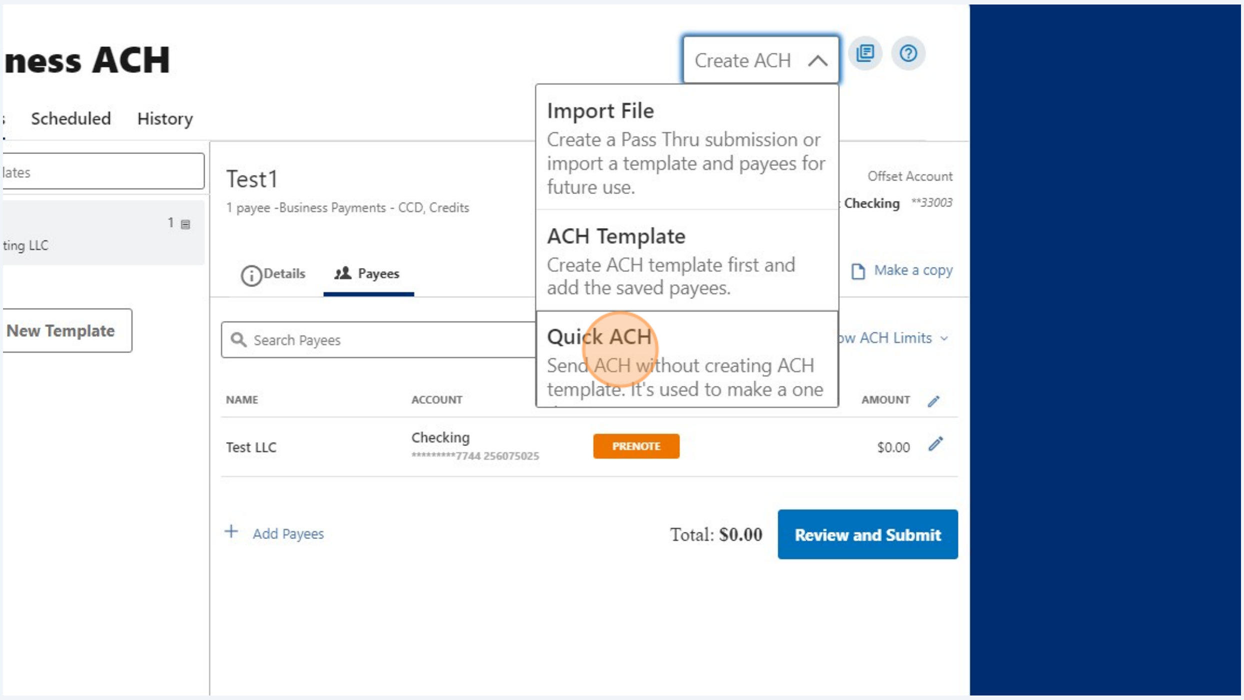
Before you can create Quick ACH transfers, you must be assigned to a role with the ability to submit ACH Batches. This can be located under "Account Access" when setting up sub-users' profile.

1 Under the **Business Transfer and Pay** menu, click **"Business ACH."**

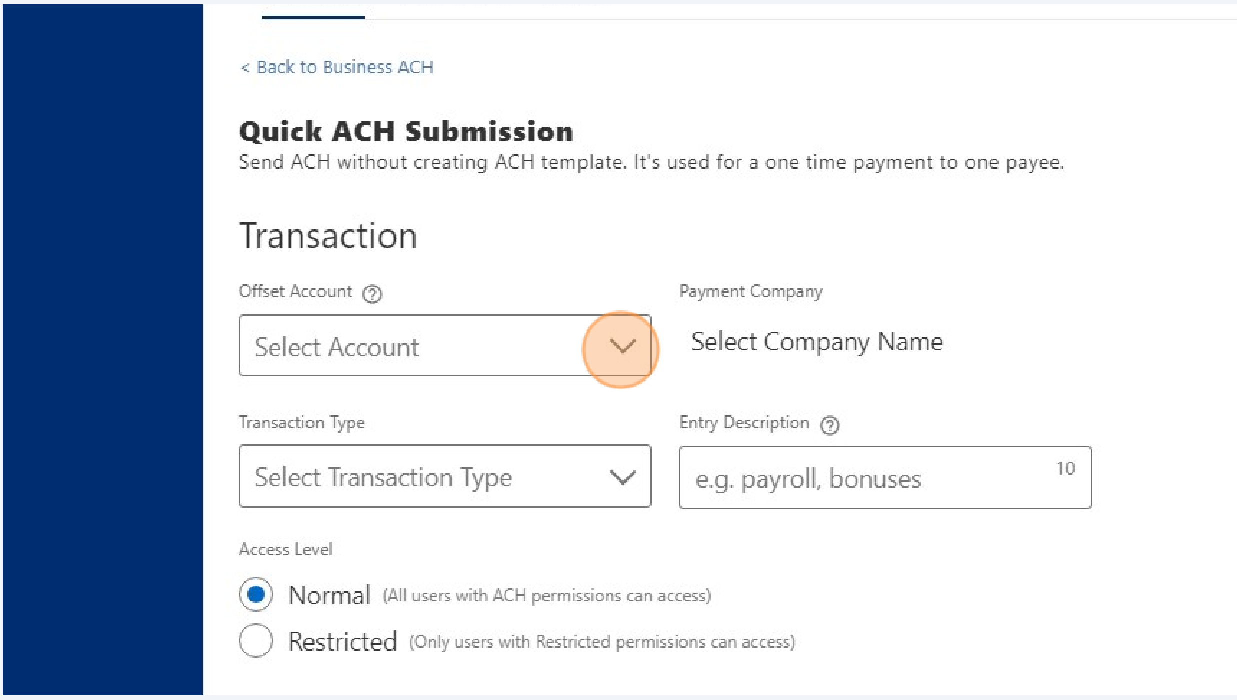


2 Click the dropdown menu and select **"Quick ACH."**

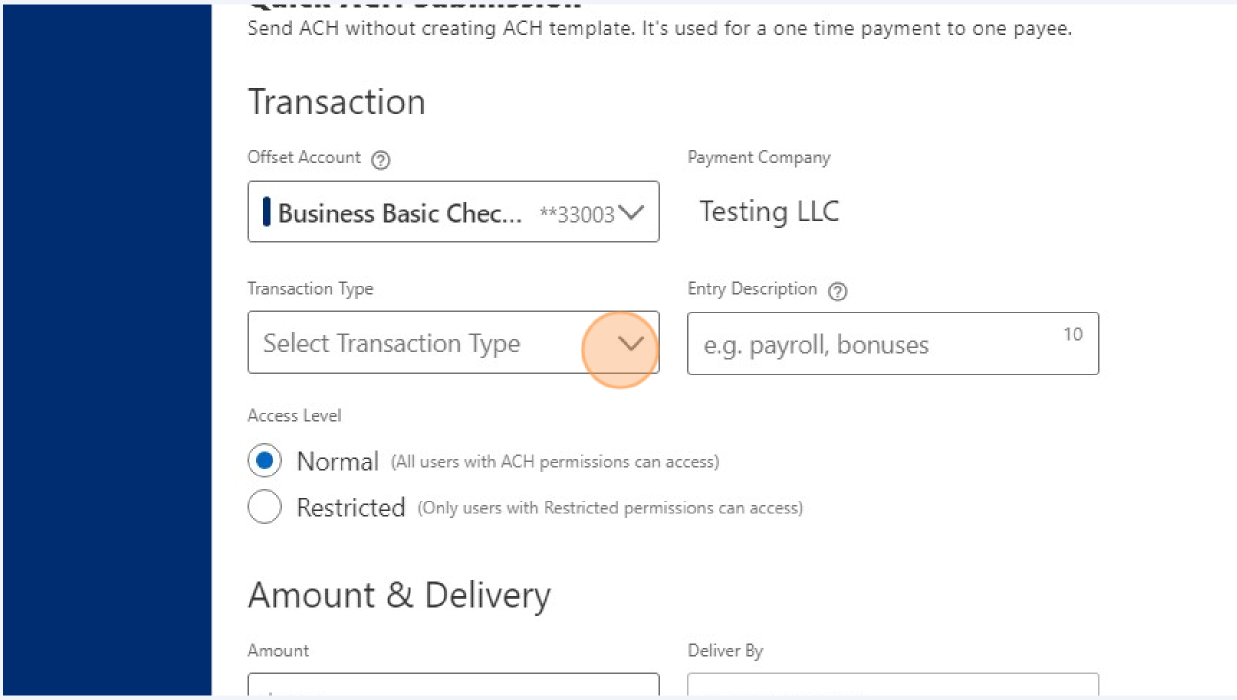
Note: This option can be used to make a one time payment to one payee.



3 Select the **Offset Account.**

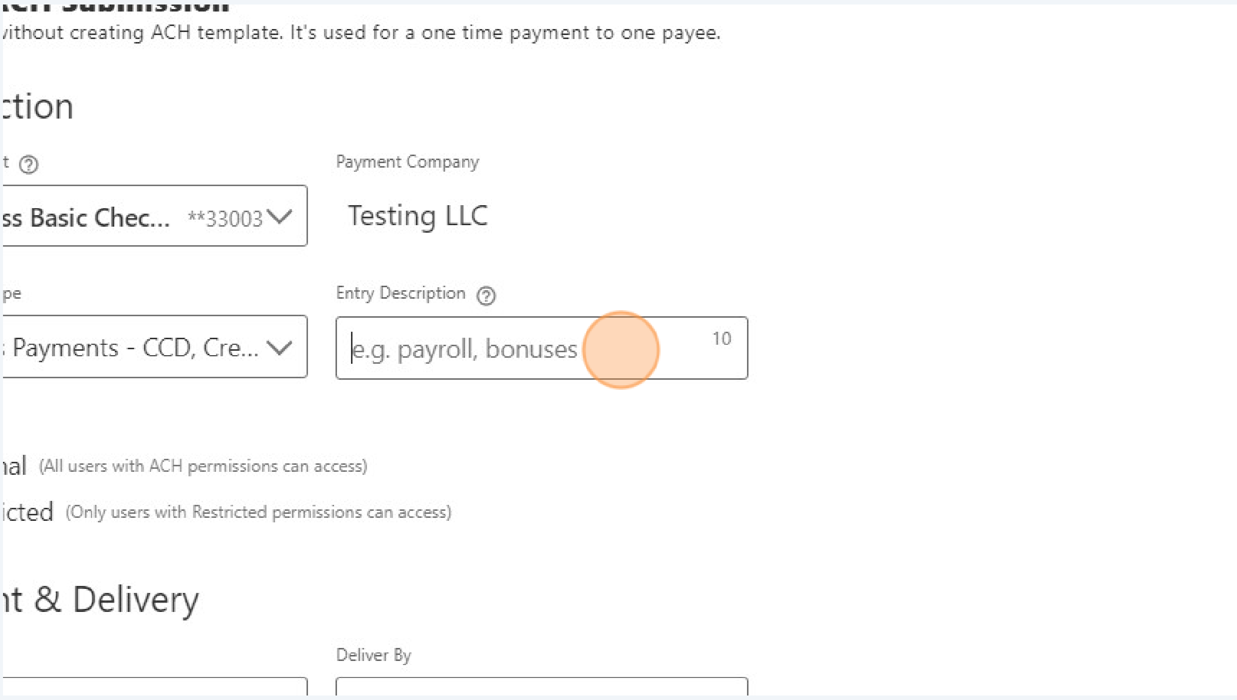


4 Select the **Transaction Type**. This will apply the appropriate SEC code

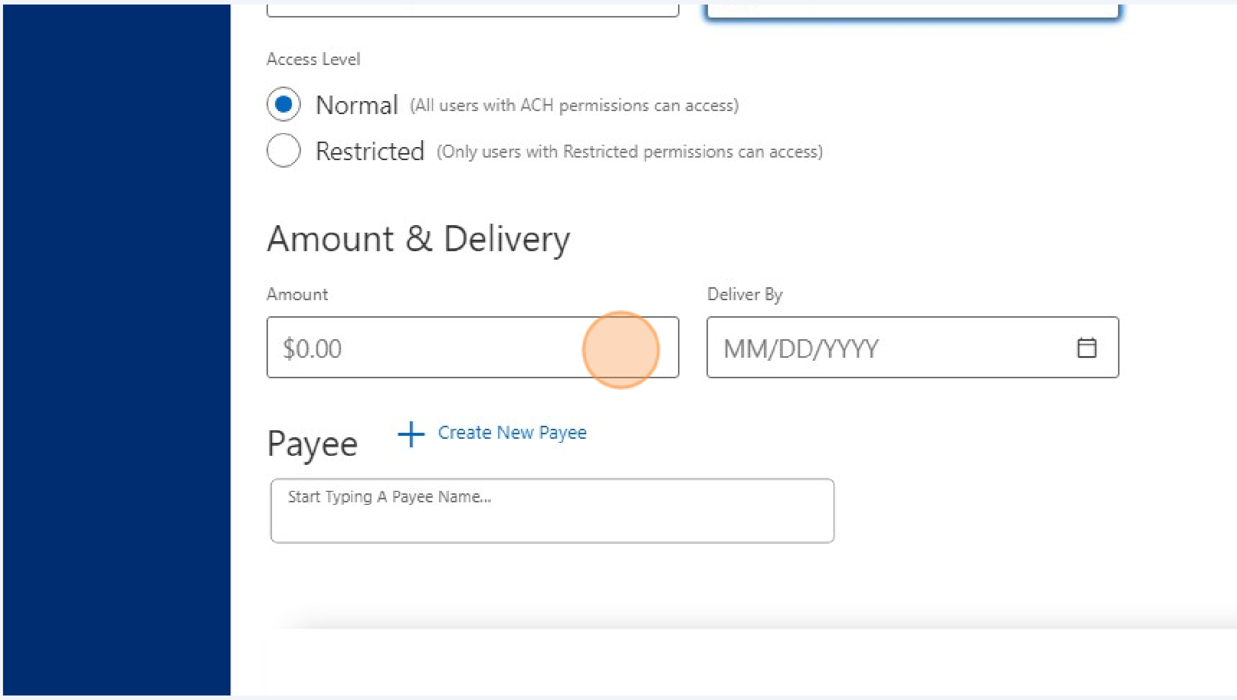


5 Input an **Entry Description.**

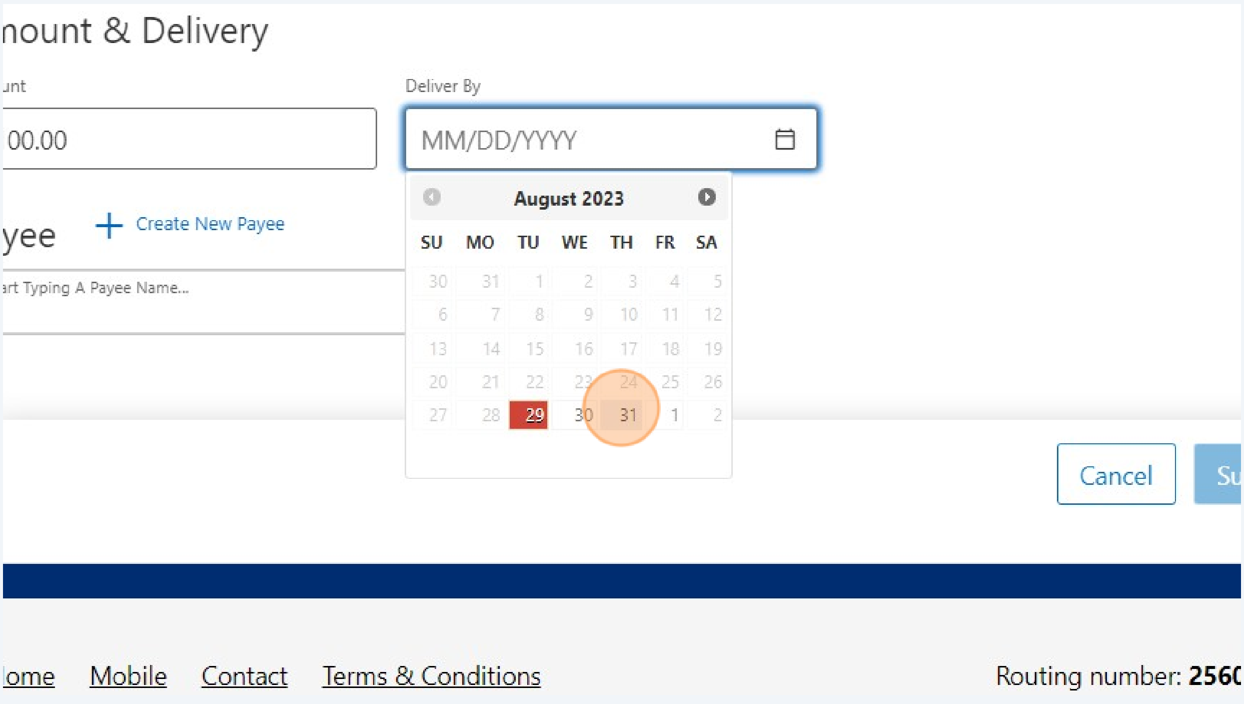
Note: This provides a description of the transaction to the payee. For example Dir Deposit, Payroll, Invoice, etc. Most receiving Financial Institutions will display this information on its bank statements.



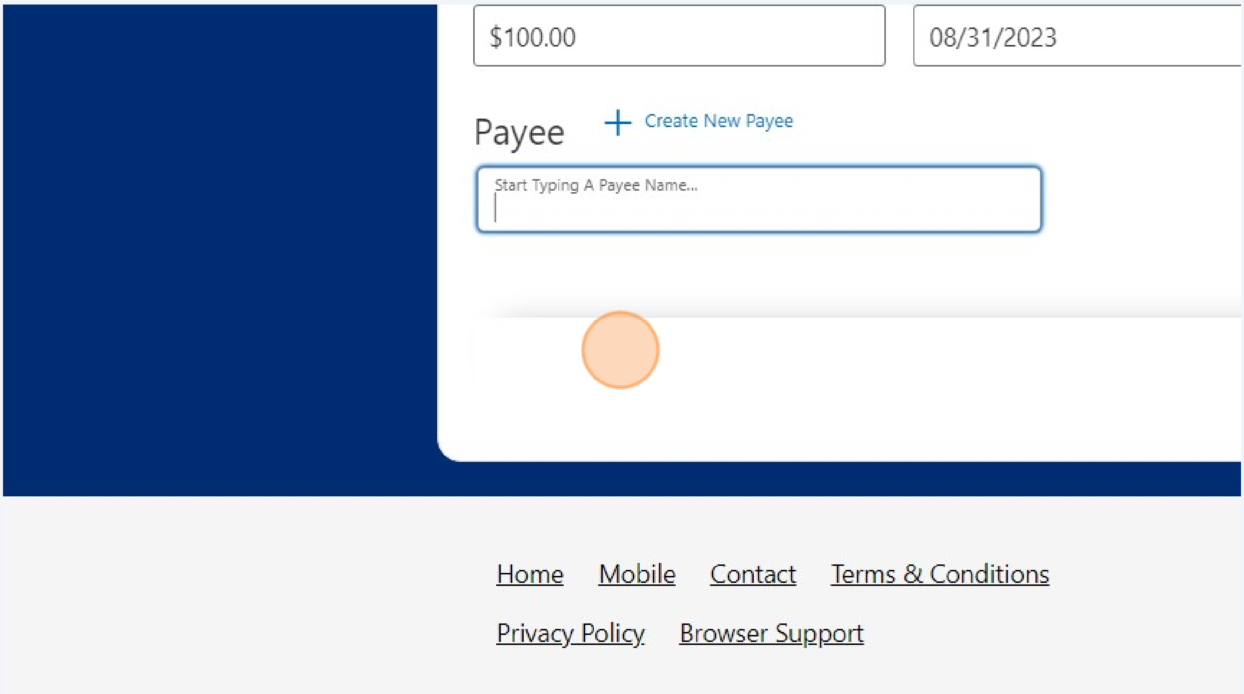
6 Enter an **Amount** for the transaction.



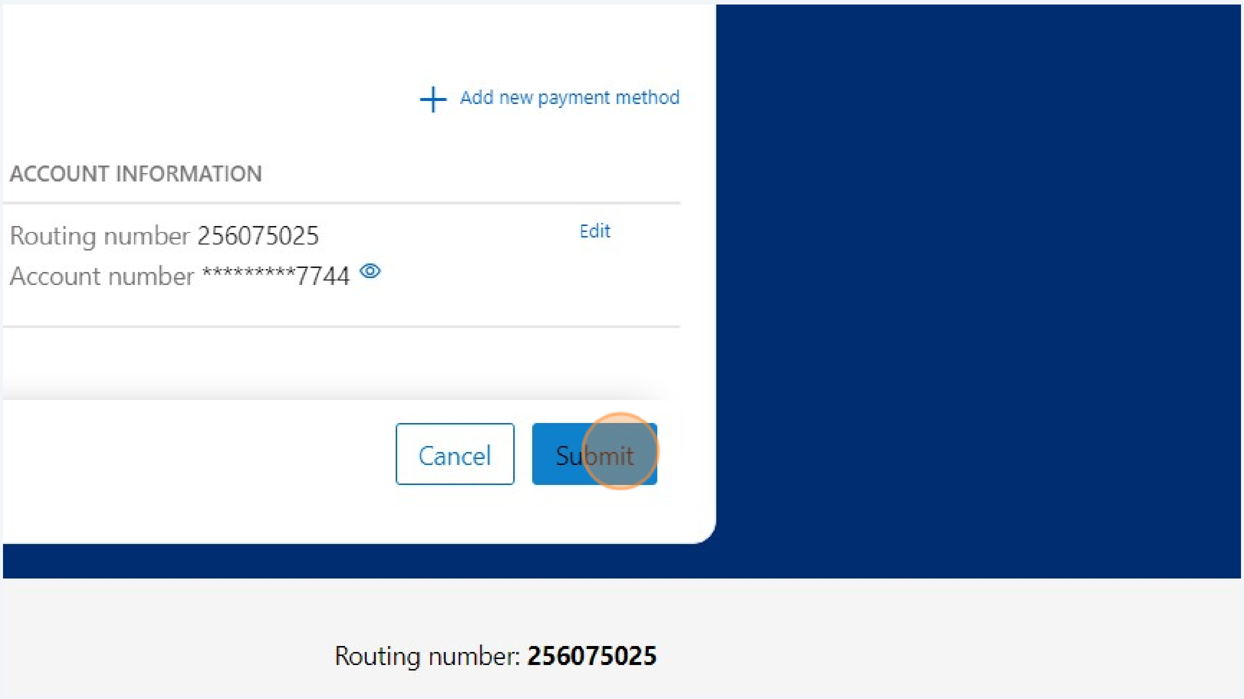
7 Select the **"Deliver By"** date.



8 Enter the **Payee** or **Create New Payee**.



9 Click **"Submit."**



10 A submission confirmation will display. On this confirmation you have the option to **"View Submission Details."**