

# ACH: Payment Creation (Pay a Business)

## Creating a New Payment (Payments)

### Pay a Business

When sending a payment to a business, the payment type is called **Pay a Business** in Step 1 of Create ACH Payment. **Pay a Business** is a business-to-business Automated Clearing House (ACH) payment where the amount is debited from the originator's settlement account, and the payment amount(s) is credited to each recipient's business account.

- These payments are sent to the ACH processor as either a Cash Concentration and Disbursement (CCD) or Corporate Transfer Exchange (CTX) credit transfer. Although these ACH options move money between business accounts in the same way, they are distinguished by the ability of the originator and receiver to exchange various amounts of remittance information.
- The CCD format allows companies to add one addenda record which carries 80 characters of payment-related information; whereas the CTX format supports the transfer of extensive addenda records - up to 9,999 records each carrying 80 characters of payment-related data - along with the transfer of the payment.
- CCD credit payments are commonly used to pay monthly bills or move funds between the buyer's and seller's Financial Institution accounts. Still, they are also used by companies for the consolidation of funds into a central account and garnishment of child support and alimony payments. CTX credit payments are commonly used for vendor payments to pay multiple invoices that are listed in the addenda records.

To create a new CCD or CTX credit payment to a business, the user selects **New ACH Payment** under the Payments & Transfers menu or selects **New ACH Payment** from the ACH Payments list. The user follows a five-step workflow to create a payment.

#### 1. **Step 1: Choose Payment Type**

- The first step in creating an ACH payment is to choose the appropriate payment type by answering these questions.
  - **What would you like to do?** Select **Send a Payment** when the amount is credited to the recipient account(s).

- **Whom would you like to pay?** Select **Business** when the user is paying vendors or other businesses or moving funds to another one of their business accounts.

② Help

## Create Payment

Set up this payment type

✕

● Payment

● Recipien...

● Processing Detai...

● Review & Submit

**What would you like to do?**

☒ Send a payment  
Amount(s) will be credited to recipient account(s)

☐ Collect a payment  
Amount(s) will be debited from recipient account(s)

**Whom would you like to pay?**

☐ Individual  
Consumers or employees

☒ Business  
Vendors or other businesses

☐ This is a CTX payment ⓘ

Next

- If the user needs to send a CTX payment with extra remittance information, select the **CTX Payment** checkbox. The following question is displayed for the user to select how they would like to enter the remittance information for their payment.

Help

Recipient...

Processing Detail...

Review & Submit

What would you like to do?

☒ Send a payment  
Amount(s) will be credited to recipient account(s)

☐ Collect a payment  
Amount(s) will be debited from recipient account(s)

Whom would you like to pay?

☐ Individual  
Consumers or employees

☒ Business  
Vendors or other businesses

☒ This is a CTX payment ⓘ

How would you like to structure remittance information for this payment?

☒ Guided entry  
Pre-determined fields to help build out remittance information

☐ Freeform entry  
Open-ended fields to enter remittance information

Next

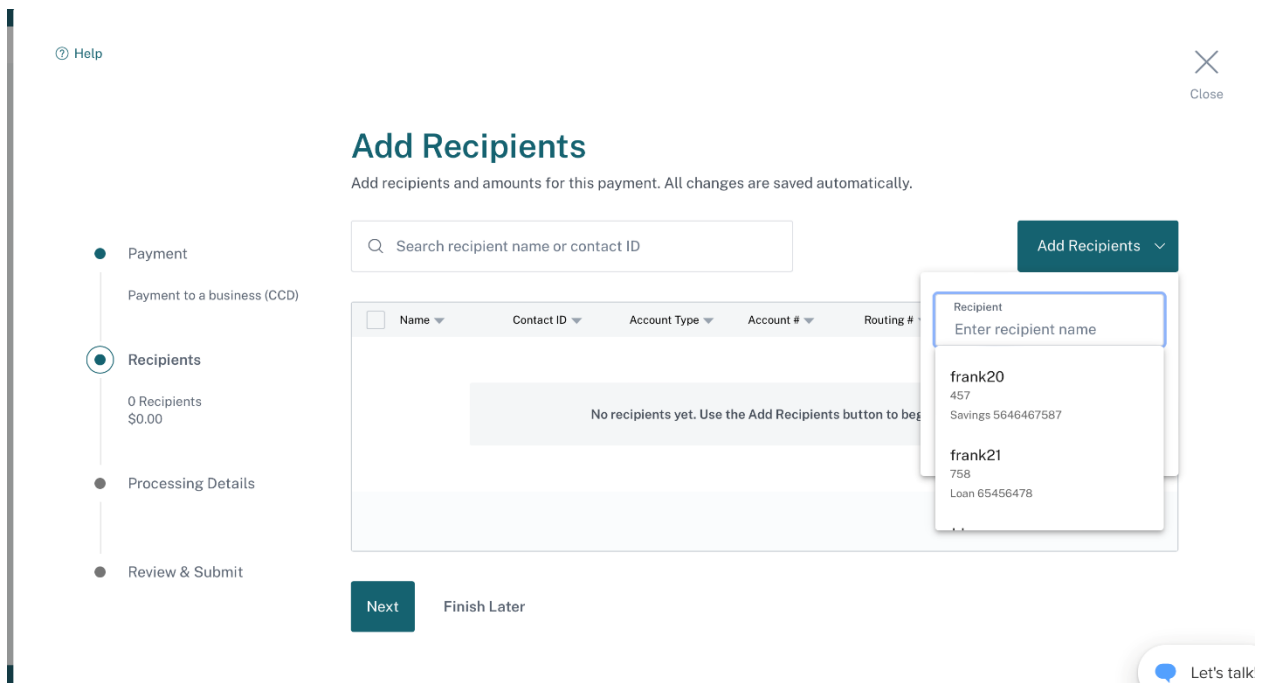
Let's talk!

- **How would you like to structure remittance for this payment?**
  - The user should select **Guided entry** if they want pre-determined fields to help build out remittance information
  - The user should select **Freeform entry** if they want open-ended, unstructured text fields to enter remittance information
- Click the **Next** button to move to **Step 2: Add Recipients**.

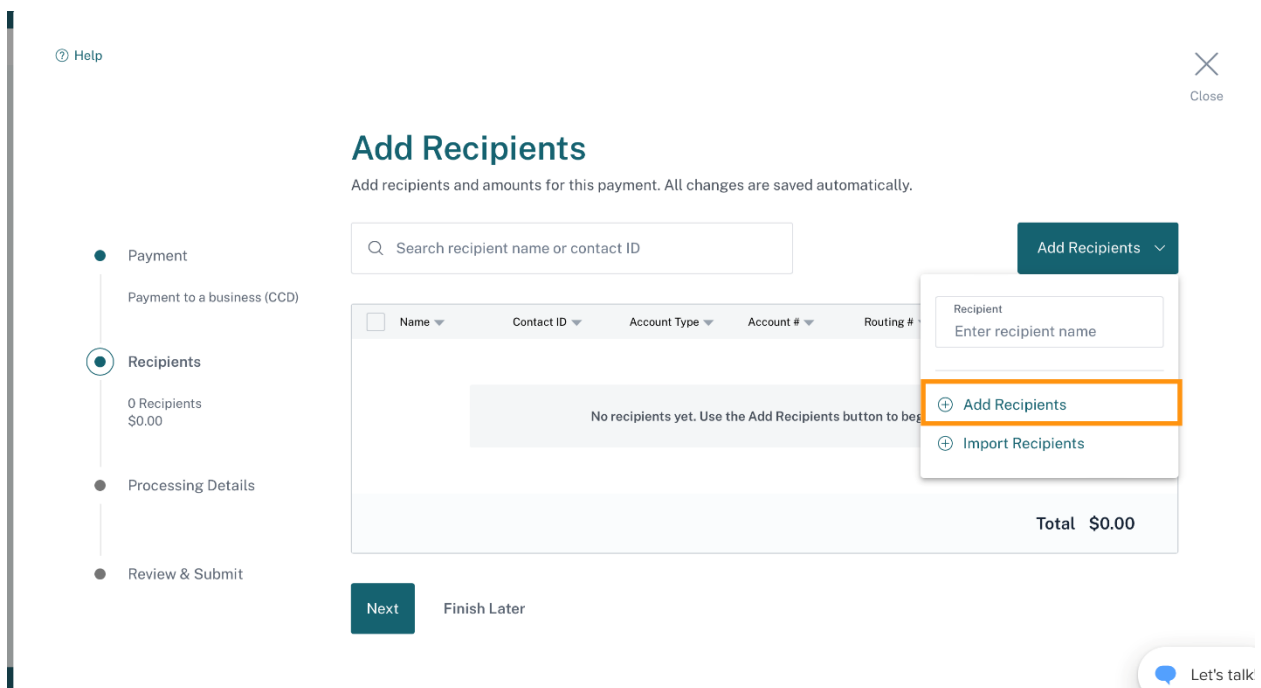
### 1. Step 2: Add Recipients

After determining the payment type, the user can add recipients and addenda to the payment. Recipients can be added to a payment in three ways:

**2.1.** Retrieve from the Contact list: the user can perform a smart search on the Contact list and retrieve the recipient details as shown below. If there is more than 1 account associated with a contact, the accounts will be shown on separate rows.



2.2. Added from Add Recipients: the user can add recipients by choosing the **Add Recipient** option as shown below:




- To add recipients manually, click on the **Add Recipients** button and select the **Add Recipient** option to bring up the Add Recipient pop-up window.
- Once the pop-up window displays, the user can enter the following recipient information:

- In the **Recipient Name** field, the user can enter the name of the recipient.
- The CCD recipient name can be 22 characters, while the CTX recipient name can only be 16 characters.
- For the optional **Contact ID** field, the user can enter a unique ID for the recipient.
- From the **Account Type** dropdown list, the user can select the recipient's account type.
- In the **Account Number** field, the user can enter the account number at the institution to be credited for the transaction amount.
- In the **Routing Number** field, the user can enter the routing number (sometimes called the ABA number) of the receiving Financial Institution. This can be found on a check drawn on the account to receive the transaction amount for credit transfers. On personal checks, it's the leftmost nine digits on the bottom of the check. On commercial checks, it sometimes appears after the check number. If the user does not know the Routing Number, click on the **Routing Lookup** link to be taken to the Federal Reserve E-Payments Routing Directory to search for the number.
- In the **Amount** field, the user can enter the transaction amount to deposit into the recipient's account.
- The user can select the checkbox **Add to Contacts** to add the newly created contacts to the Contact list.

- When the payment is CCD, the users can **Add Addenda** but not in CTX payments. **Add Addenda** can be done on the Add Recipient pop-up window. Refer below:


## Add Recipient



Recipient Name


0/22

Contact ID (optional)

Account Type

Account Number


Routing Number

Routing Lookup 

\$

Amount

0.00

 Add Addenda

Save

Save & Add Another

☐ Add to my contacts

- Alternatively, users can **Add Addenda** from the **Add Recipients** page. See below:

Tiburon  
Community Bank

1

15

Copper Road

Payment

Payment to a business (CCD)

Recipien...

1 Recipient  
\$20.00

Processing Detai...

Review & Submit

Add Recipients

Search recipient name or contact ID

Show Filters

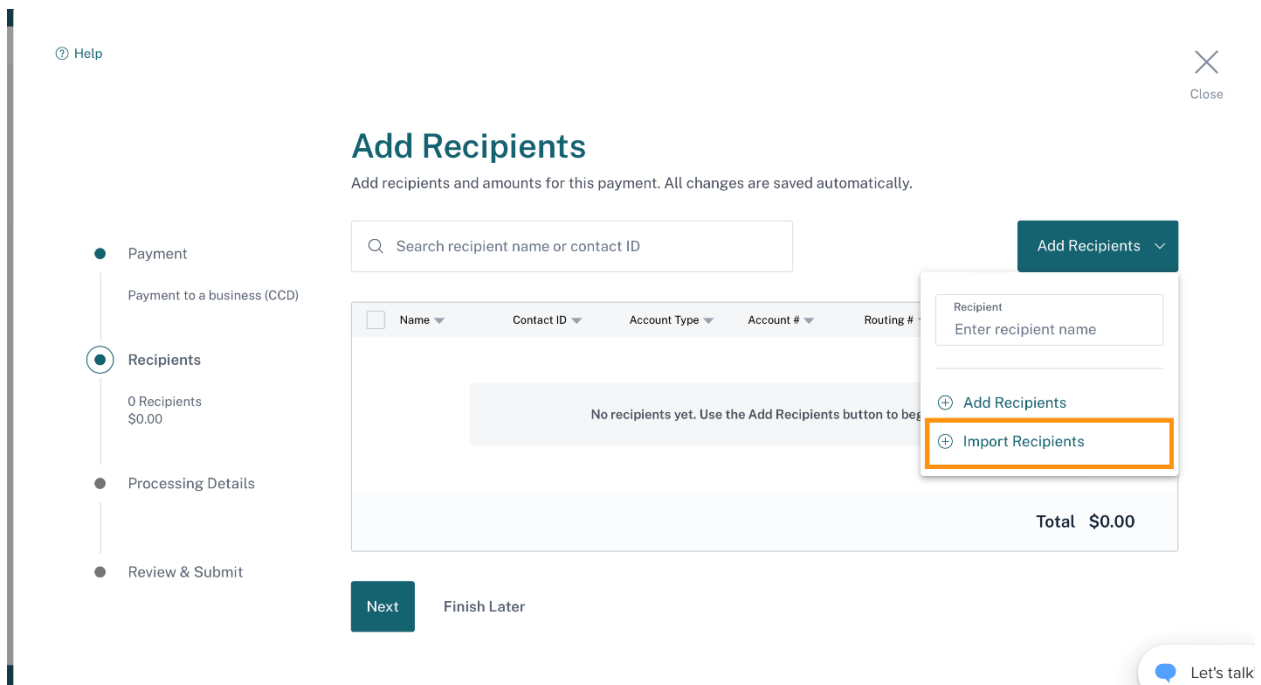
<input type="checkbox"/>	Name	Contact ID	Account Type	Account #	Routing #	Hold	Amount	
<input type="checkbox"/>	test		Savings	12312312312312312	454545454		\$ 20.00	:
							Total \$20.00	
Showing 1 of 1 recipients								

☐ Send remittance info only ⓘ

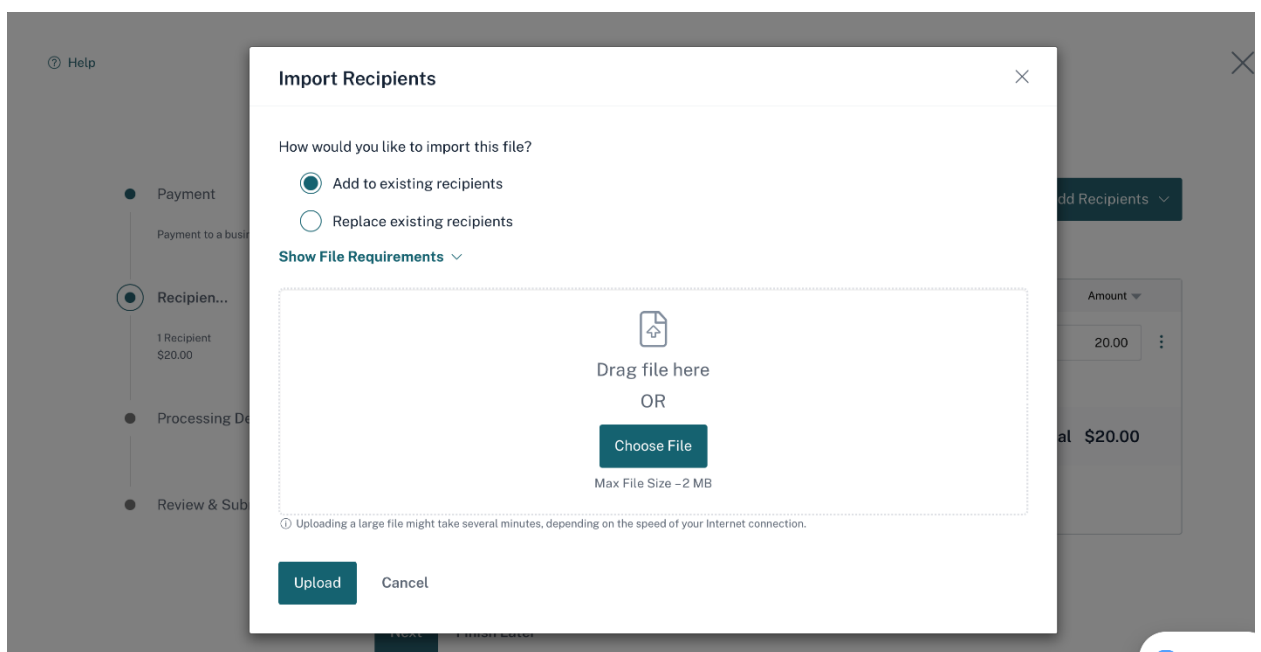
Next

Finish Later

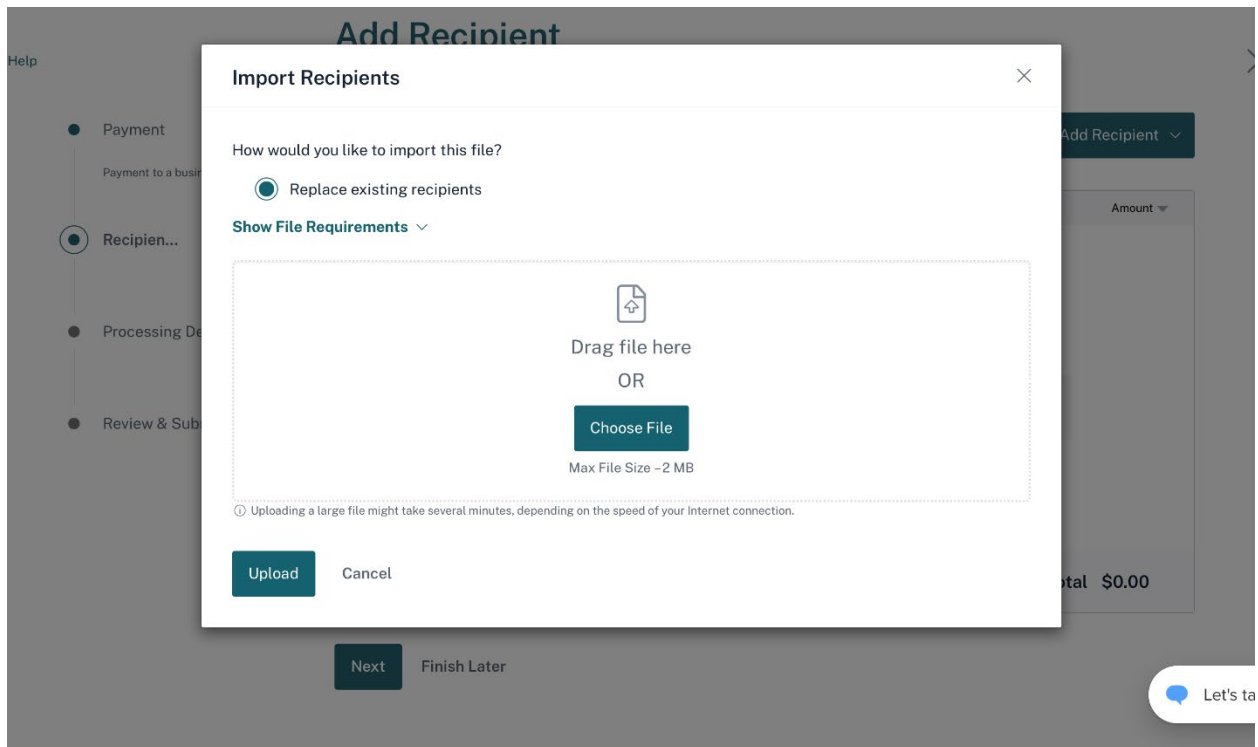
**2.3.** Finally, imported from Import Contacts: the user can choose to import the recipients by choosing the **Import Recipients** option as shown below:



- If the user has a large number of recipients, click on the **Import Recipients** link in the Add Recipients dropdown. Once the Add Recipient pop-up window opens, users can import their recipient file information. See the [ACH Import](#) document for more details.



- CTX Payments does not have an "Add to existing recipients" option. It's only 'Replace existing recipients'. Refer below:



- The user should click **Save & Add Another** if they need to add more recipients to the payment or click **Save & Close** when they have finished adding recipients.
- Recipient(s) saved from the Add Recipient pop-up window populates on the **Add Recipient** table.

Help

## Add Recipients

Add recipients and amounts for this payment

Payment

Payment to a business (CCD)

Recipien...

Processing Detai...

Review & Submit

Add Recipients

Show Filters

<input type="checkbox"/>	Name	Contact ID	Account Type	Account #	Routing #	Hold	Amount
<input type="checkbox"/>	test		Checking	12312312312312312	454545454		\$ 10.00
<div>Add Addenda</div>							
Showing 1 of 1 recipients							

Edit Recipient

Remove Recipient

Place Hold

☐ Send remittance info only

Next

Finish Later

Let's talk!

- The user can take the following actions on the **Add Recipient** table:
  - Add more recipients to a Payment by clicking the **Add Recipient** button.
  - Edit the payment amount by clearing out the value and entering a new amount.
  - Edit details about the recipient by clicking on the recipient's name or by clicking on the action kebab and selecting **Edit Recipient** from the dropdown.
  - Remove a recipient by clicking on the action kebab and selecting **Remove Recipient** from the dropdown or by selecting one or more checkboxes and selecting **Delete** action from the taskbar at the bottom of the page to remove multiple recipients from the payment.
  - Place a recipient on hold by clicking on the action kebab and selecting **Place Hold** from the dropdown or by selecting one or more checkboxes and selecting **Place Hold** from the taskbar at the bottom of the page to place multiple recipients on hold. Once selected, the Hold column displays a 'Yes' for the item that is being held and that recipient is not a part of the payment. To undo this action, the user can select **Release Hold** from the action kebab dropdown or the taskbar at the bottom of the page for the selected recipient(s).
  - For CCD payments, add additional payment-related information on each recipient line by clicking on the **Add Addenda** link and entering up to 80 characters of information. To save the addenda to the recipient, they

must click the **Save** link. To delete Addenda, the user can click the trashcan icon to receive a confirmation pop-up window that this action is irreversible. Once **Delete Addenda** is selected, the addenda field is cleared.

● Payment

● Recipien...

● Processing Detai...

● Review & Submit

Payment to a business (CCD)

1 Recipient  
\$10.00

Search recipient name or contact ID

Add Recipients

Show Filters

<input type="checkbox"/>	Name	Contact ID	Account Type	Account #	Routing #	Hold	Amount	
<input type="checkbox"/>	test		Checking	12312312312312312	454545454		\$ 10.00	
<div>Enter addenda (optional)</div>							<div>✓ Save</div>	<div>🗑</div>
							Total	\$10.00

Showing 1 of 1 recipients

☐ Send remittance info only

Next Finish Later

Let's talk!

- For CTX payments with freeform entry, the user can click the **Add Addenda** button dropdown and select **Add 1 Addenda** or **Add 5 Addendas**. The CTX freeform entry provides a single optional input field to allow the payment’s remittance information to be added with minimal guidance. Click the **Add Addenda** button to add additional addenda. To delete an addenda line, the user can click the trashcan icon to receive a confirmation pop-up window that this action is irreversible. Once **Delete Addenda** is selected, the addenda field is cleared.

## Add Recipient

Add recipients and amounts for this payment. All changes are saved automatically.

Payment

Collect from a business (CTX)

Recipien...

1 Recipient  
\$20.00

Processing Detai...

Review & Submit

Search recipient name or contact ID

Show Filters | Collapse Rows

<input type="checkbox"/>	Name	Contact ID	Account Type	Account #	Routing #
<input type="checkbox"/>	test1		Checking	12312312312312312	454545454

▼ Addenda 1 | Enter info below

Enter addenda (optional)

Add Addenda(s)

Add 1 Addenda

Add 10 Addendas

Add 25 Addendas

Total \$20.00

Showing 1 of 1 recipients

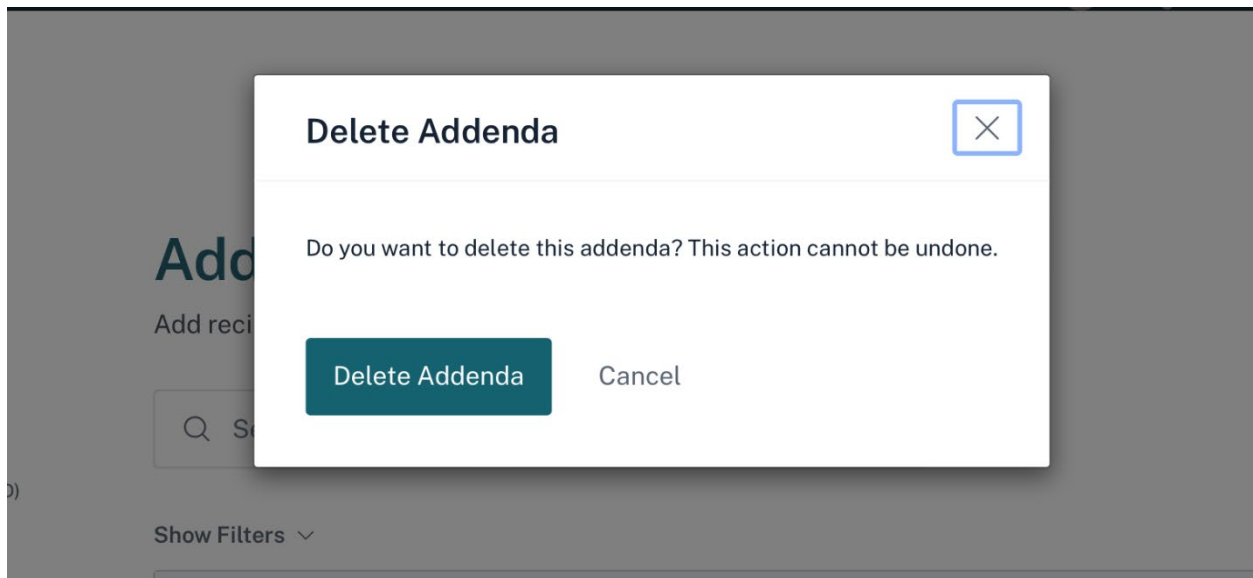
☐ Send remittance info only

Next

Finish Later

Let's talk!

- For CTX payments with guided entry, click the **Add Addenda** button dropdown and select **Add 1 Addenda** or **Add 5 Addendas**. The CTX guided entry provides users with optional input fields below to help build out the payment's remittance information:
  - Invoice Amount
  - Adjustment Amount
  - Discount Amount
  - Amount Paid
  - Invoice #
  - Invoice Date
  - Reference ID type and Reference ID
  - Adjustment Reason type and Adjustment Reason
  - Additional Addenda
- Click the **Add Addenda** button to add additional addenda. To delete an addenda line, users can click the trashcan icon to receive a confirmation pop-up window that this action is irreversible. Once **Delete Addenda** is selected, the addenda field is cleared.



- To send remittance only for CCD and CTX payments, select the **Send remittance info only** checkbox. This option is available once recipients have been added to the payment. This option allows a payment to be sent with recipient and addenda information only. Amount fields are zeroed out and disabled.

## Add Recipients

Add recipients and amounts for this payment

Payment

Payment to a business (CCD)

**Recipien...**

1 Recipient  
\$10.00

Processing Detai...

Review & Submit

Add Recipients ▾

Show Filters ▾

<input type="checkbox"/>	Name ▾	Contact ID	Account Type ▾	Account # ▾	Routing # ▾	Hold ▾	Amount ▾	
<input type="checkbox"/>	test		Checking	12312312312312312	454545454		\$ 0.00	⋮
							<input type="text" value="Enter addenda (optional)"/>	✓ Save   🗑
							Total	\$0.00

Showing 1 of 1 recipients

☒ Send remittance info only ⓘ

Next Finish Later

Let's

- Once ready to proceed to the next step, select **Next** to go to the Processing Details page.
- To save the progress and come back later to complete the payment, select **Finish Later**. The user is asked to input a payment name and the payment displays in the Payments & Transfers list in Incomplete status.

### 1. Step 3: Processing Details

- This step involves adding processing details to the payment.

**Processing Details**

ACH Cut-Off Times: 8am, 9am, 1:30pm EST  
Same Day ACH Cut-Off Times: 9am, 1:30pm EST

① Help

● Payment  
Payment to a business (CCD)

● Recipient...  
1 Recipient  
\$20.00

● **Processing Details**

● Review & Submit

**Funding Account**  
Basic Checking \*1001  
Payment is withdrawn from this account (Balance: \$5,092.74)

**Company ID**  
312345678 (ACHCo123)

**DUNS Number**

**Memo (optional)**  
Enter memo

**Payment Frequency**  
Single

**Payment Date**  
2/3/2023

Let's talk!

- Processing details include the following fields:
  - From the **Funding Account** dropdown list, select the account to be debited for the total amount of the payment. The dropdown contains all accounts the user has privileges for based on the payment type. The day when the account is debited depends on the company's risk level and would be as follows:
    - Early Risk - The settlement account is debited three business days before the Effective Date
    - Normal Risk - The settlement account is debited two business days before the Effective Date
    - Float Risk - The settlement account is debited on the Effective Date
- If ACH Company ID is enabled in the business profile, the Company ID and Company Name fields are editable. The Tax ID is selected by default and

prefilled with the Company ID and Company Name from their profile. The user can use the dropdown list if they wish to select another identification type and enter a new **Company ID** number and **Company Name**. The Identification Type options are:

- Tax ID - IRS Employer Identification Number
- DUNS Number - The Data Universal Numbering System (DUNS) number is an identification number used by the government to identify each contractor and their locations.
- User Defined ID - This is an identification number assigned by the company for controlling ACH payments
- If ACH Company ID is not enabled, the **Company ID** field auto-populates with Company ID type, Company ID, and Company Name using information from their company's profile. If a funding account has multiple Company IDs associated with it, they can select the appropriate preconfigured Company ID from the dropdown.
- In the **Memo** field, the user can enter up to 20 characters.
- From the **Payment Frequency** dropdown list, the user can select the frequency of the payment. The frequency of a payment tells the system if the payment should be rescheduled and how often. Click the **Single Payment** option from the dropdown if the user only transmits this payment once. The possible Frequency options are:
  - Single Payment - Payments are created only one time
  - Occasional Payment - Payments are not automatically rescheduled, but the payment remains on the ACH Payment list and can be reused
  - Recurring Payment - Payments are automatically rescheduled but require approval each time unless the checkbox to Auto-approve all items in the series is selected. The user can select these recurring frequencies:
    - Daily
    - Weekly
    - Every other week
    - Semi-Monthly
    - Monthly
    - First business day of month
    - Last business day of month
    - Every other month
    - Quarterly
    - Every 6 months
    - Yearly

- **Payment Date** is the Effective date of the payment, the date the user wants the recipient to receive the funds. It can be manually entered or selected from the calendar. The calendar has a validation to ensure the payment date is entered in MM/DD/YYYY format. An error message is displayed if the user misses a cut-off or if the selected date does not match the risk level for their business.
- **Same Day Payment** option is displayed if the user has Same Day privileges. Error messages are displayed if they missed the cut-off for Same Day transactions or if they selected Same Day option but the selected date is in the future and the payment could be processed as a non-Same Day payment.

### 1. Step 4: Review & Submit

- In this step, the user adds the last details needed to submit the payment successfully.

Help



## Review & Submit

Review payment and submit for processing

- Payment
  - Payment to a business (CCD)
- Recipient...
  - 1 Recipient
  - \$20.00
- Processing Detail...
  - Single Payment
  - Payment Date 02/03/2023
  - From Basic Checking \*1001
- Review & Submit**

Add a name and description for this payment

Payment Name  
test

Payment Description (optional)  
test123

☐ Send prenotes to all unverified accounts ⓘ

**Submit Payment** Finish Later

Let's talk!

- In the **Payment Name** field, the user enters a short description, the Company Entry Description in ACH terms, which accompanies the payment. This field can only contain up to 10 characters.
- In the **Payment Description** field, the user enters an optional description for the payment. It does not accompany the payment but may help the user and others in their company better identify the payment.
- To mark a payment as confidential, select the **Mark payment as confidential** checkbox. This option is available if the user has confidential privileges and is assigned by payment type. Once selected, the user must select

who can view the payment. The other user(s) must also have confidential privileges for that payment type.

- To send a prenote to verify an account, select the **Send prenotes for newly added recipients** checkbox. A prenote is created for each recipient that has not been previously prenoted or paid using this Payment and is processed in the next available ACH cut-off. The prenote batch contains zero-dollar amounts used to verify the account details and ensure that the receiving Financial Institution can properly apply future payments to the recipient's account.
- The next step is to click **Submit Payment** to submit the payment for approval. **Finish Later** if the payment is not ready to be submitted.

1. **Step 5: Confirmation**

- Once the Submit button is clicked, a confirmation pop-up window opens.



# Payment Submitted

Your payment is pending approval

Payment requires 2 more approvals. Approve by 01/30/2023 at 1:30 pm EST

**From**  
2 Recipients

**Deposit To**  
Savings \*2001

**Payment Date**  
1/30/2023

**Frequency**  
Single Payment

**Amount**  
\$80.06

**Tracking #**  
5189392

Approve

Notify Approver(s)

 Export

- The pop-up window displays the following:
  - **Number of Approvals** required and **cutoff time** to meet the payment date selected.
  - **Funding Account** selected in processing details step.
  - **Payment Date** is selected in the processing details step.
  - **Frequency** of the payment is selected in the processing details step.

- **Amount** displays the total dollar amount of credit payments.
  - **Tracking #** is a unique, system-generated number assigned to the payment for tracking purposes.
- If the user has approval privileges, they see an **Approve** button. If they do not have sufficient approval privileges or multiple approvals are required, a **Notify Approver(s)** button is displayed. Once that is clicked, a pop-up window appears listing the other users in their company who have approval privileges. The user can select one or multiple approvers to receive an approval request notification and click the **Send Notification** button to send the notification.
- Payments can be exported to a tab-separated (TSV) or a Nacha-formatted file by clicking on the **Export** link.
- A payment has been successfully created, and it is displayed on the ACH Payments list. The payment must be approved by the cut-off time for the system to process the payment for transmission. If there are any warning messages present for the payment, the payment may not be processed.