



We are making it easy to pay with ACH

Control the costs associated with your payments by switching from paper checks to ACH payments.

More businesses are using automated clearing house (ACH) transfers to simplify payments to vendors and suppliers. When you make a payment using ACH, your bank works for you. The funds come directly from your bank account, unlike a check that can be delayed or lost in transit.

ACH payments are a safer, faster and more efficient payment method than mailing paper checks.

Let me show you how it works

1

Getting started – In Settings, go to the Payment Settings tab

2

Under Payment Settings, click the Payments Accounts tab. The following view appears:

The screenshot shows the 'Payment Settings' interface. The 'Payment Accounts' tab is selected. The table below shows the following data:

Friendly Name	Account Type	Group	
AMEX Corporate Card	Credit Card	Default Group JP	Edit Delete
My Bank Account	Bank Account	Default Group JP	Edit Delete

Below the table are two buttons: 'Add Bank Account' and 'Add Credit Card'.

You may Add or Edit a Bank Account. If adding a new Bank Account, press the Add Bank button.

3

The following screen will appear.
Enter the following information.

- A Field Description:** Enter a friendly name to associate with the account.
- B Bank Name:** Enter the name of the paying bank.
- C Name on Account:** Enter the first and last name of the bank account owner.
- D Routing Number:** Enter the routing number located next to the symbol on the bank's check.
- E Account Number:** Enter the account number located next to the symbol on the bank's check.
- F Retype Account Number:** Enter the prior bank account number as a confirmation.

The screenshot shows the 'Payment Settings' form with the following fields filled: Friendly Name: 'My Bank Account', Bank Name: (empty), Name on Account: (empty), Routing Number: (empty), Account Number: (empty), Retype Account Number: (empty). The 'Group Name' dropdown is open, showing 'Default Group', 'East', 'East 1', and 'West'. The 'Add Group' button is highlighted with a red box.

*** Please note,** your vendor may allow you to link multiple users to specific bank accounts and restrict general access to these items. *If applicable,* select an existing group from the grid or click the Add Group button to open a dialog and enter a new group name.

4

Once all the fields are filled in, press Save to add the bank account to the system.

You're ready. You can conveniently pay any invoice electronically with ACH instead of sending a check.

The screenshot shows the 'Payment Settings' form with the following fields filled: Friendly Name: 'My Bank Account', Bank Name: 'FHC Bank', Name on Account: 'George Ayub', Routing Number: '12312123', Account Number: '300000000070', Retype Account Number: (empty). The 'Group Name' dropdown is open, showing 'Default Group', 'East', 'East 1', and 'West'. The 'Save' button is highlighted with a red box.