

Investors Bank  
Commercial Online Banking  
ACH Payment  
Quick Reference Guide



**InvestorsBank**<sup>®</sup>

Investors Bank is a division of Citizens Bank, N.A.

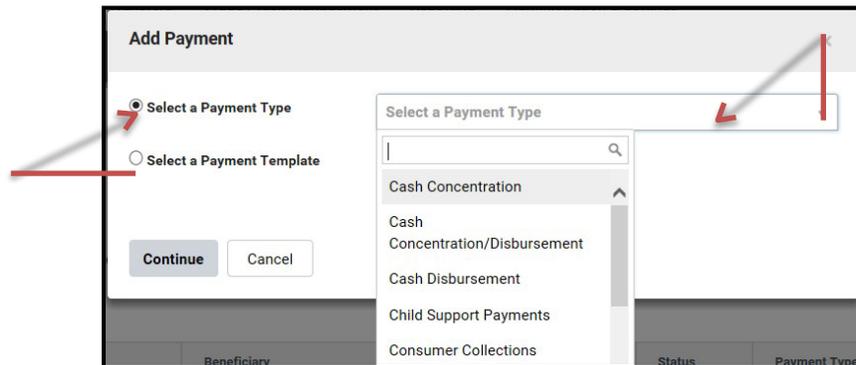
## ACH Payment

Payments can be created by clicking Add a New Payment link on the Payment Management List. After clicking the link, you can choose to create a completely new payment, or select an existing payment template as the basis for creating a new payment. After making this choice, the payment detail screen for the payment type will appear. If you chose an existing payment template, some of the fields on the screen will already have data from the selected template.

### Create an ACH Payment

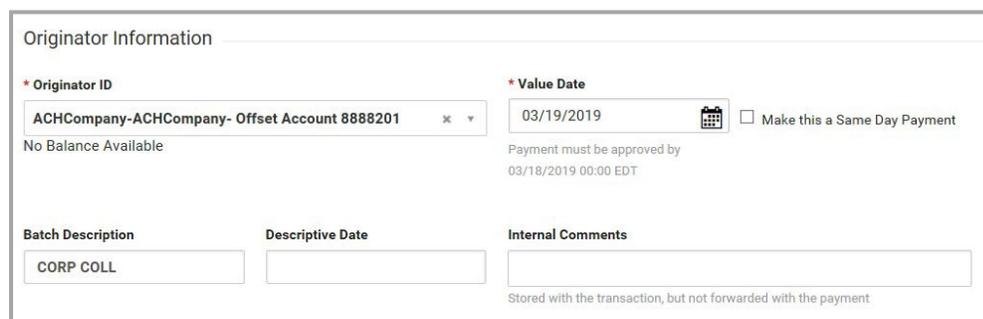
The ACH Payment Screen will vary depending on the ACH transaction that is selected to originate a payment or collection.

1. Select **Payment Management** from the Payments & Transfers menu.
2. Click **Add a New Payment**.
3. Use the **Payment Type** drop-down to select the appropriate payment type, or use the **Select a Payment Template** drop-down to select an existing template.



4. Click **Continue**.
5. Select the **Originator ID**.

The **ACH Company, Company ID / Name, and Offset Account** fields are automatically populated with any relevant data.



Your company needs to be signed up for Same Day ACH to use the **Make this a Same Day Payment** option.

6. Select the **Value Date**. The date will default to the next business day. To change the date, use the calendar icon.
7. (optional) **Batch Description**: This identified the contents of the batch and is automatically populated according to your bank's specifications.
8. (optional) **Descriptive Date**: This is the date displayed to the receiver for descriptive purposes. For same day payments, this field may be protected.
9. (optional) **In Internal Comments**, enter any comments.
10. In the **Beneficiary Information** section, enter or select the name of the beneficiary. If you select an existing beneficiary, beneficiary address and bank information is automatically filled in. *Fields in this section will vary depending on the payment type you selected.*
11. Complete the **Beneficiary Information** section as needed.

Beneficiary Information

<b>* Name</b> <input type="text" value="Skittles Inc"/>	<b>* Bank Code</b> <input type="text" value="021205237 - PEAPACK-..."/> <small>PEAPACK-GLADSTONE BANK 2 CROSSROADS DRIVE BEDMINSTER, NJ</small>	<b>* Account Number</b> <input type="text" value="12345678"/>	<b>* Account Type</b> <input type="text" value="Checking"/>	<b>* Amount</b> <input type="text" value="USD"/>
<b>ID</b> <input type="text"/>	<b>Discretionary Data</b> <input type="text"/>	<input type="checkbox"/> Create Prenote <input type="checkbox"/> Hold <input checked="" type="checkbox"/> Zero Dollar Live Entry		
<b>* Addenda Format</b> <input type="text" value="Freeform"/>				
<b>Addenda Code</b> <input type="text"/>	<b>* Addenda</b> <input type="text" value="1234"/> <small>Characters Remaining: 76</small>			
<b>Internal Comment</b> <input type="text"/>				
<small>Stored with the transaction, but not forwarded with the payment</small>				
> <b>Beneficiary Exclusion Dates</b>				
<input type="button" value="Add Another Beneficiary"/> <a href="#">Clear Beneficiary Info</a>				

12. In the **Amount** field, enter the transaction amount.
13. (optional) Check the **Create Prenote** box if you want to create and send a prenote.
14. (optional) Check the **Hold** box if you want to place a hold on the transaction.
15. (optional) Check the **Zero Dollar Live Entry** box if you want to send a notification to a vendor without an actual payment. This feature is available for Corporate/Vendor and Corporate Trade Exchange payment types only.

Beneficiary Information

\* Name  \* Bank Code  \* Account Number  \* Account Type  \* Amount

PEAPACK-GLADSTONE BANK  
2 CROSSROADS DRIVE  
BEDMINSTER, NJ

ID  Discretionary Data   Create Prenote  Hold  Zero Dollar Live Entry

\* Addenda Format

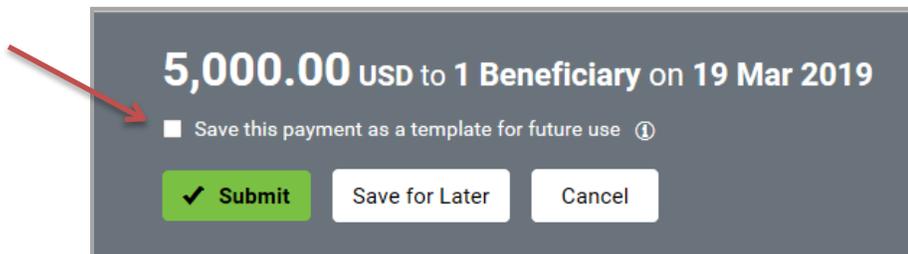
Addenda Code  \* Addenda  Characters Remaining: 76

Internal Comment

Stored with the transaction, but not forwarded with the payment

> Beneficiary Exclusion Dates

16. (optional) In **Addenda Code** section, use the Addenda Code drop-down to select a code.
17. (optional) In the **Addenda** section, enter the appropriate addenda information.
18. (optional) In the **Internal Comments** section, enter a transactional comment.
19. To exclude this beneficiary from the batch before or after certain dates, see [Excluding a Beneficiary from a Batch](#).
20. To add another beneficiary to the batch, click **Add Another Beneficiary**. See [Adding Another Beneficiary](#) for additional information.
21. To save this payment as a template, check the **Save this payment as a template for future use** checkbox. Then enter a template code (a descriptive name for the template) and template description. If you want the template to be visible only to users who are explicitly entitled to it, check the **Restrict** checkbox. The template may need to be approved before it can be used.
22. Click **Submit** to submit the payment for approval or **Save for Later** to save a draft of the payment.
23. A payment must be approved before it is sent to the bank for further processing. Payments can be approved from the **Payment Management** list.





⊕ Add a New Payment   ⊕ Quick Entry   ⊕ File Import

Filter

<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Value Date	Status
<input type="checkbox"/>	<a href="#">View</a> ▾	0809903337 ⓘ	Dawn M Walter	2.11	03/22/2021	Entered
<input type="checkbox"/>	<a href="#">View</a> ▾	0809903337 ⓘ	Dawn M Walter	2.11	03/22/2021	Approved
<input type="checkbox"/>	<a href="#">View</a> ▾	0809903337 ⓘ	Dawn M Walter	2.11	02/22/2021	Entered

Viewing 1-3 of 135 records