



1st Source Bank Helpful Hints: ACH – Quick Entry

Use the ACH Quick Entry page to re-create a payment for the same account, same end recipient, and same amount with a new payment date. Please note only the payment date can be changed. All recipients and amounts cannot be changed.

Create A Payment Using ACH Quick Entry

Note: In order to use ACH Quick Entry, an ACH Template is required.

1. Starting from the BBO Treasury Dashboard Click **Payments** then under **Create ACH Payments** select **ACH Quick Entry**.
2. Check the box next to the template(s) to select which templates are to be used to create the Quick Entry payment.
3. Enter the **Payment Date(s)** next to each template selected then click **Continue**.
4. A preview of your payment is displayed. Click **Edit Payment** if any changes are needed. You may also be required to enter your **Password**. Enter your password then click **Submit Payment**.
5. When returned to the Quick Entry List screen the ACH payment(s) that was scheduled should be listed with the date and dollar amounts entered. *Approval at Payment requires an additional approval.*