

Quick Reference Guide

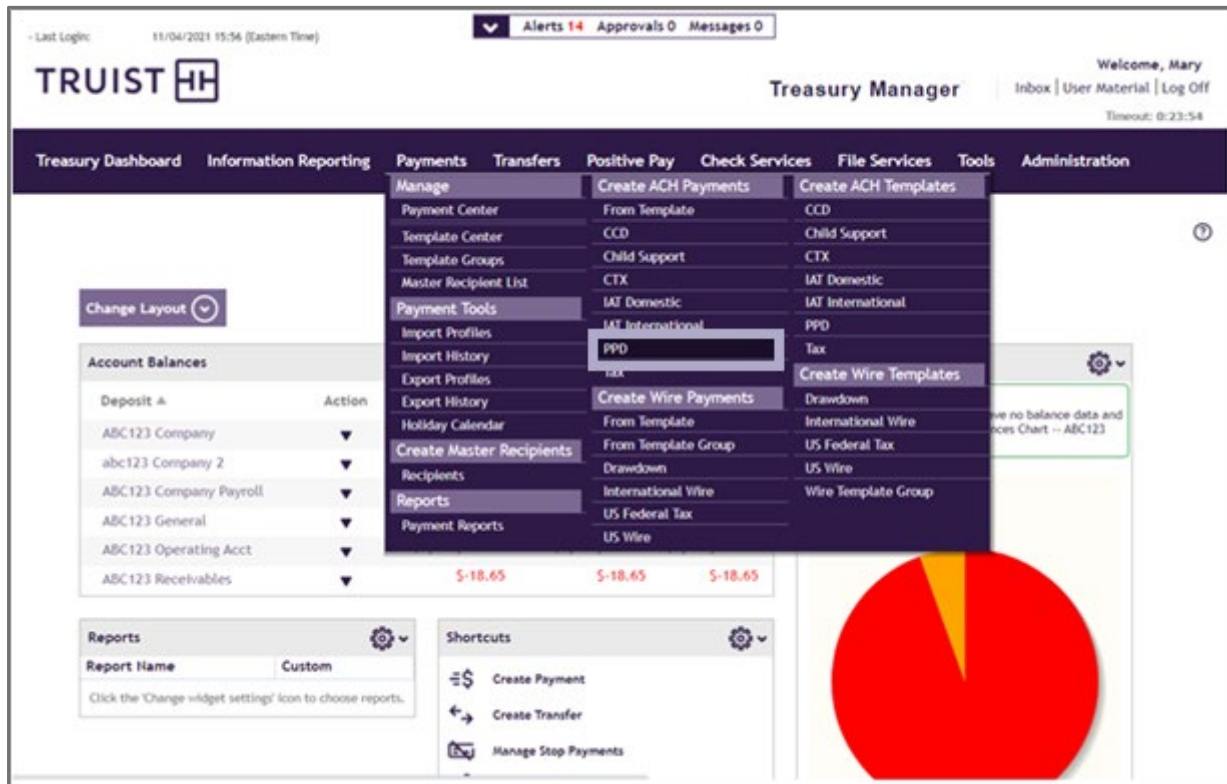
Truist Treasury Manager Creating an ACH Domestic Payment

ACH (Automated Clearing House) services provide you with a low-cost payment option that can be automated to a high degree and interfaced with other applications within a company. ACH is a batch electronic funds transfer system designed to automate payments by providing an alternative to paper-based transactions. This document demonstrates the steps to initiate a domestic ACH payment in Truist Treasury Manager.

Note: These instructions apply only to business deposit accounts.

To Create an ACH Domestic Payment:

1. From the main menu, select **Payments**.
2. Depending on your entitlements, there are several ACH payment formats available in the **ACH Payments** menu. For this example, you will create a new Prearranged Payment and Deposit (PPD) entry payment. Click **PPD**. The Create PPD Payment (Prearranged Payment and Deposit) page displays.



3. Enter the desired information into the **Company Entry Description** field.

Create PPD Payment (Prearranged Payment and Deposit)

Use this page to create a new ACH PPD payment.

* Required

Batch Information



Company Entry Description *

Acct Number - Acct Nickname

Originating Account *

Originating ACH Company ID *

Company Discretionary Data

Effective Date *  

Frequency One-Time only
 Recurring


Workflow Confidential
 Save as template

4. Select the **Originating Account**.
5. Select the **Originating ACH Company ID**.
6. Enter or select the **Effective Date** for the payment.
7. Choose the **Frequency** for the new payment. You can choose one-time only, or recurring payments.
8. When you select a **Frequency** of "Recurring," the page will expand to include the additional fields displayed. Select the appropriate Recurring options.

Frequency One-Time only
 Recurring

Recurring Schedule *

Weekend/Holiday Schedule Move payment to next processing day
 Move payment to previous processing day

Number of Payments Continue until further notice
 Send total payments
 End on this date 

9. Next, you will add recipients to your payment. You can add existing recipients, create new recipients, or import recipients from a file. For this example, you will select an existing recipient from the Recipient list.
10. Click the **Select Existing** button.

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Create PPD Payment (Prearranged Payment and Deposit)
 Use this page to create a new ACH PPD payment.

* Required

Batch Information

Company Entry Description *

Acct Number - Acct Nickname
 Originating Account *

Originating ACH Company ID *

Company Discretionary Data

Effective Date *

Frequency
 One-Time only
 Recurring

Workflow
 Confidential
 Save as template

Recipients

Recipient Name	Bank ID	Account Number	Amount	CR/DR	Disc. Data	Status	Addenda
No Recipient Selected							

- The **Select Recipient** pop-up displays. Click the **Recipient Name** checkbox. If applicable, you can select more than one recipient to create multiple payments at one time.
- Click the **Done** button.

Select Recipient

Filter

Items per page

<input type="button" value="Select All"/>	Recipient Name	Recipient ID	Bank ID	Account Number	Account Type
<input type="checkbox"/>	John Smith	9999123456	121000358	1212123	Checking

Items per page

- Enter the desired information into the **Amount** field.

Recipient Name	Bank ID	Account Number	Amount *	CR/DR	Disc. Data	Status
Recipient ID	Bank Name	Account Type	<input type="button" value="Set All"/>	<input type="button" value="Set All"/>		Prenote Expiry
John Smith 9999123456	121000358 Just Another Bank	1212123 Checking	<input type="text"/>	Credit	<input type="text"/>	Active

- Click the **Continue** button. The **Preview PPD Payment** page displays.

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Preview PPD Payment (Prearranged Payment and Deposit)
Before submitting the payment, use this page to review the batch and recipient details.

Batch Information

Company Entry Description: ABC123
Originating Account: 3334567891234 - ABC123 Company Payroll
Originating ACH Company ID: 3999999991
Company Discretionary Data
Effective Date: 11/18/2021
Frequency: One-Time only
Confidential: No
Save as Template: No

Recipients

Items per page: 12

Recipient Name	Bank ID	Account Number	Amount	CR/DR	Disc. Data	Status	Addenda
Recipient ID	Bank Name	Account Type				Pre-note Expiry	
John Smith 9999123456	121000358 Just Another Bank	1212123 Checking	\$100.00	Credit		Active	

Total Recipients: 1 Total Credit Amount: \$100.00 Items per page: 12

15. Verify the information, then click **Submit Payment** button. Treasury Manager will confirm that the ACH payment has been successfully created.

Getting Help

Click the **User Materials** link at the top right of any page or visit the Treasury Manager page of the **Treasury Resource Center** at truist.com/treasuryresourcecenter to access reference materials.

If you need additional assistance, contact Treasury Solutions Client Services at treasuryclientservices@truist.com or **800-774-8179**. Representatives are available from 8 am to 8 pm ET, Monday through Friday on bank business days.