

Quick Reference Guide

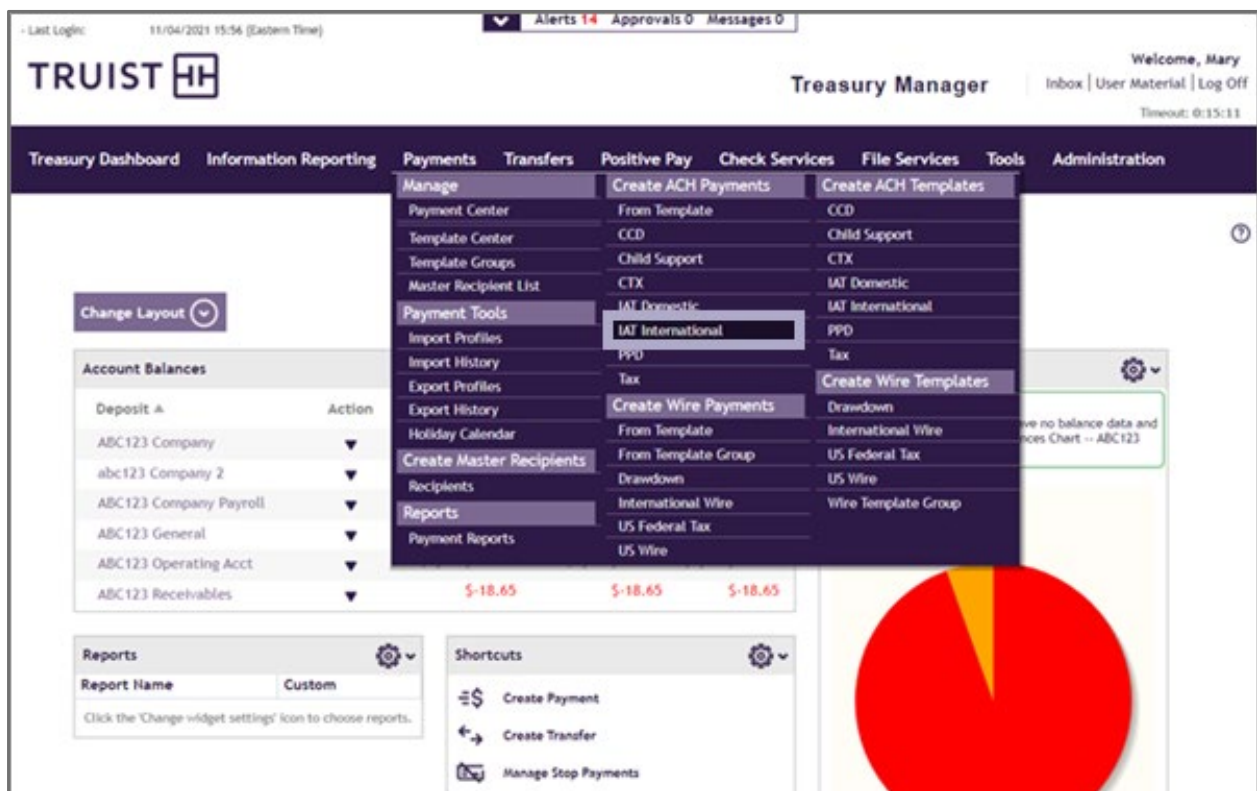
Truist Treasury Manager Creating an ACH International Payment

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 an international ACH payment in Truist Treasury Manager.

Note: These instructions apply only to business deposit accounts.

To Create an ACH International Payment:

1. From the main menu, select **Payments**.
2. Under the **Create ACH Payments** menu, choose **IAT International**. The Create IAT International Payment page displays.



3. Enter the desired information into the **Company Entry Description** field. Enter a valid value, e.g., "ACH IAT IN."

Create IAT International Payment

Use this page to create a new ACH IAT International payment.

* Required

Batch Information

Company Entry Description *

Originating Account * Acct Number - Acct Nickname

Originating ACH Company ID *

Destination Country * Country - Gateway Operator

Destination Currency *

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. Select the **Destination Country**.

Note: A full list of countries will display, with supported countries indicated by the inclusion of the ABA number. Since Canada is the only country currently supported, you must select Canada - 091050234 from the drop-down list; 091050234 identifies the ABA for the Bank of Nova Scotia, the Truist correspondent bank for Canada.

7. Select the **Destination Currency**.
8. You can click the **Calendar** button to select a date – OR – click the **Get Effective Date** to calculate the next available date.
9. Select the appropriate **Frequency** and **Workflow** options as necessary.
10. 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. Click the **Select Existing** button.

Originator Information

Company Name *

Country *

Address *

City *

State *

ZIP/Postal Code *

Recipients

Recipient Name	Bank ID	Account Number	Amount	CR/DR	Transaction Type	Status	Addenda
No Recipient Selected							

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

The 'Select Recipient' pop-up window includes a search filter set to 'Show All' and a search icon. Below the filter is a table with the following data:

Select All	Recipient Name	Recipient ID	Bank ID	Account Number	Account Type
<input type="checkbox"/>	Jane Smith	88881234	041050035	111111111	Checking

Buttons at the bottom include 'Done' and 'Cancel'.

- Click the **Done** button.
- Enter the desired information into the **Amount** field.

The form displays the following information for the selected recipient:

Recipient Name	Bank ID	Account Number	Amount *	CR/DR	Transaction Type *	Status
Jane Smith 88881234	041050035 (CIN)FRB CLEVELAND - ACH DEPT.	111111111 Checking	<input type="text"/>	Credit	Select Type	Active

Buttons at the bottom include 'Continue', 'Save Incomplete', and 'Cancel'.

- Select the **Transaction type**.
- Click the **Continue** button. The Preview IAT International Payment page displays.

The 'Preview IAT International Payment' page displays the following information:

Batch Information

- Company Entry Description: Payroll
- Originating Account: 3334567891234 - ABC123 Company Payroll
- Originating ACH Company ID: 3999999991
- Effective Date: 11/18/2021
- Destination Country: Germany
- Destination Currency: USD
- Conversion Indicator: Fixed to Fixed
- Frequency: One-Time only
- Confidential: No
- Save as Template: No

Originator Information

- Company Name: ABC123 Company
- Country: United States
- Address: 123 ABC Lane
- City: Nowhere
- State: Florida
- ZIP/Postal Code: 55555

Recipients

Recipient Name	Bank ID	Account Number	Amount	CR/DR	Transaction Type	Status	Addenda
Jane Smith 88881234	041050035 (CIN)FRB CLEVELAND - ACH DEPT.	111111111 Checking	\$1,000.00	Credit	Salary / Payroll	Active	

Summary: Total Recipients: 1, Total Credit Amount: \$1,000.00

Buttons at the bottom include 'Submit Payment', 'Edit Payment', and 'Cancel'.

16. Verify the information, then click the **Submit Payment** button. Treasury Manager will confirm that the ACH International 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.