Parkside Financial
BANK & TRUST
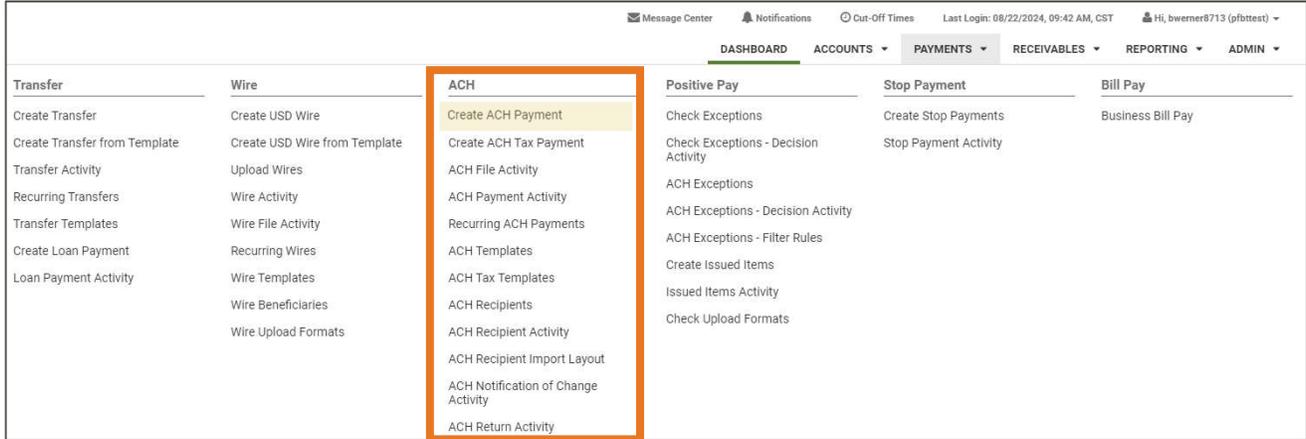
◈

Treasury Management
Online Platform

Creating a Manual ACH Payment
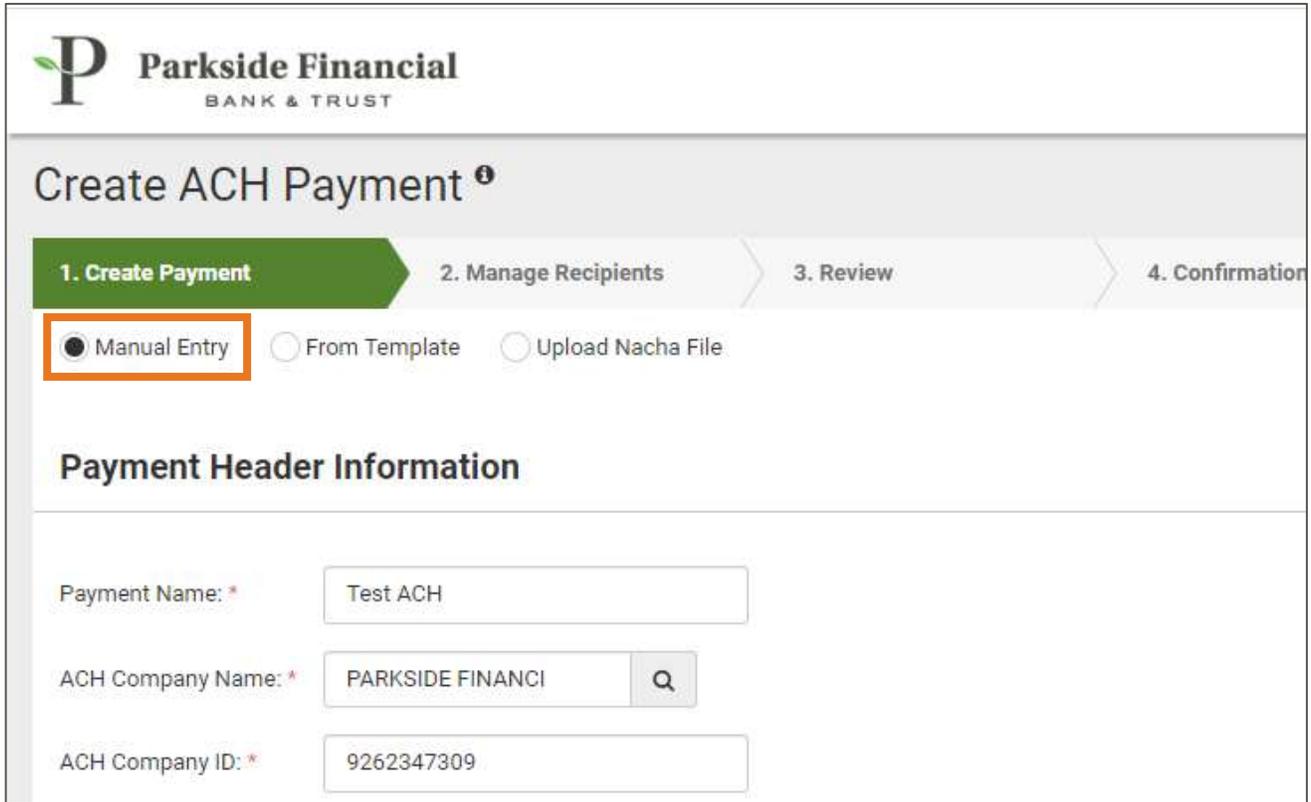
SELECT THE PAYMENTS TAB → ACH → CREATE ACH PAYMENT

MAKE SURE MANUAL ENTRY IS CHOSEN AT THE TOP.

ENTER THE FOLLOWING INFORMATION:

› Enter Payment Name (*this is for your records-the Payee will not see this information*).
› Choose the ACH Company Name (*the payment information should prefill*).
› Choose the Frequency and the Effective Date for the payment.'

THEN, CLICK 'ADD RECPIENTS'.
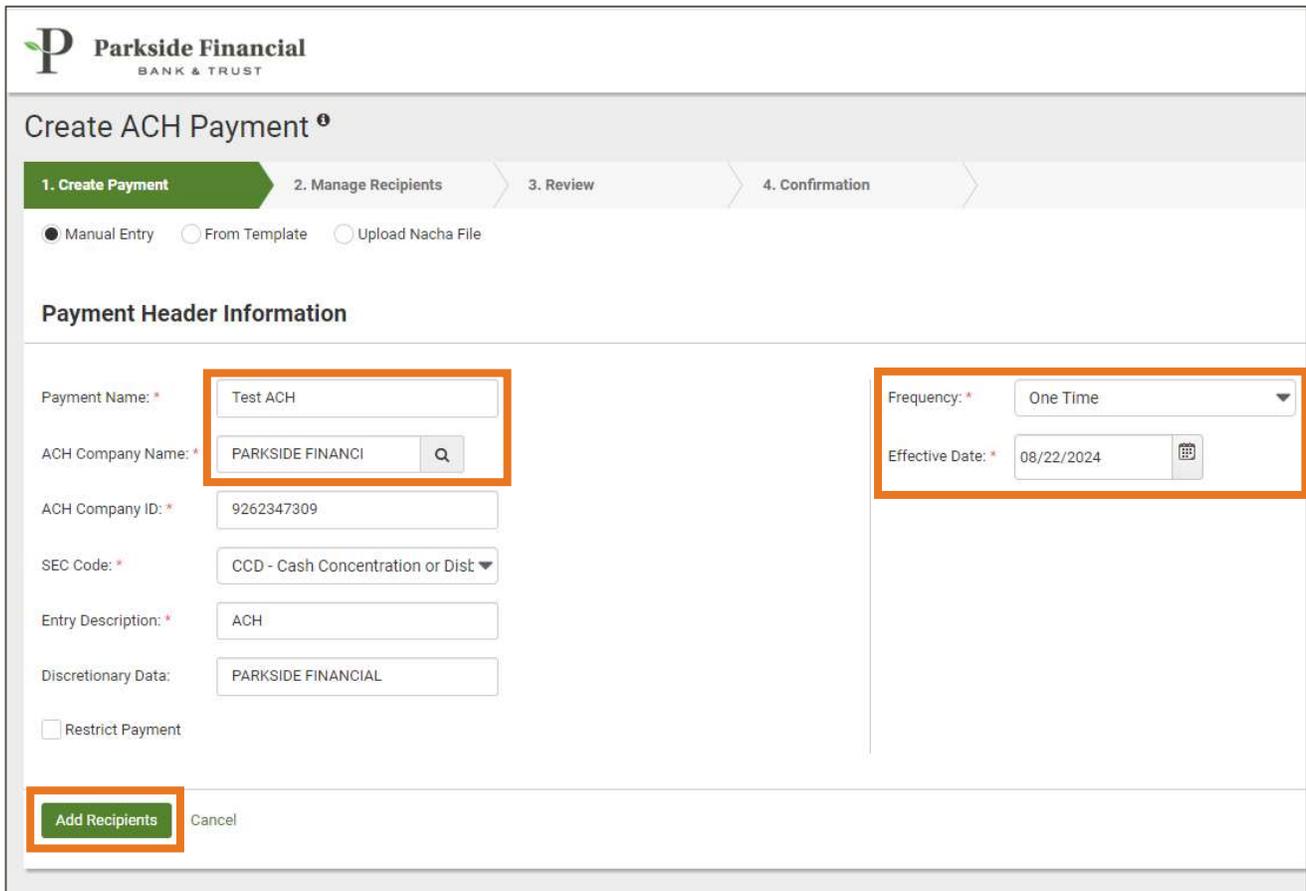
ENTER IN THE PAYEE'S BANKING INFORMATION THAT THEY PROVIDED TO YOU.

› If you have saved them as a "Recipient", you can select their information from the "Select from Recipient List".

› For a balanced batch, you will also need to enter the debit account information.

CLICK REVIEW.

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CLICK CONFIRM.

THIS WILL INITIATIVE THE PAYMENT.