

# **Parkside Financial**

BANK & TRUST



## Treasury Management Online Platform

**Creating ACH Recipients** 



## ACH | CREATING ACH RECIPIENTS

## SELECT THE PAYMENTS TAB $\rightarrow$ ACH $\rightarrow$ ACH RECIPIENTS

		2	Message Center A Notifications O Cut	-Off Times Last Login: 08/22/2024, 11:00	B AM, CST ▲ Hi, bwerner8713 (pfbttest) → ES ▼ REPORTING ▼ ADMIN ▼
Transfer Create Transfer Create Transfer from Template Transfer Activity Recurring Transfers Transfer Templates Create Loan Payment Loan Payment Activity	Wire Create USD Wire Create USD Wire from Template Upload Wires Wire Activity Wire File Activity Recurring Wires Wire Templates Wire Beneficiaries Wire Upload Formats	ACH Create ACH Payment Create ACH Tax Payment ACH File Activity ACH Payment Activity Recurring ACH Payments ACH Payment Activity ACH Tax Templates ACH Tax Templates ACH Recipient May ACH Recipient Import Layout ACH Notification of Change Activity ACH Return Activity	Positive Pay Check Exceptions Check Exceptions - Decision Activity ACH Exceptions - Decision Activity ACH Exceptions - Decision Activity ACH Exceptions - Filter Rules Create Issued Items Issued Items Activity Check Upload Formats	Stop Payment Create Stop Payments Stop Payment Activity	Bill Pay Business Bill Pay

## CLICK ADD RECIPIENT (BOTTOM RIGHT).

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L BANK & TRUST								DASHBOARD	ACCOUNTS -	PAYMENTS +	RECEIVABLES -	REPORTING +	ADMIN +
Search Recipients	<	ACH Recipients	ACH Recipient Activity									📥 Download -	- Print
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		Create Payment From S	elected Approve Selected Reject Se	cted Delete Selected							Import Recipients	from File Add	Recipient
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### ENTER RECIPIENTS BANKING INFORMATION

			Message Cente	r A Notifications	O Cut-Off Times	Last Login: 0	8/22/2024, 11:27 AM, CST	🛔 Hi, bwerner87	13 (pfbttest) +
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Recipient Name * ID Number \$	Account Number ¢	Account Type \$	Routing Number \$	CR/DR ≎		Default Amount \$	Status 🗘		
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Test ACH Recipient	123456789	Checking 💌	081019405 Q	CR 💌	\$0.00		Addenda Ca	ncel Save	
Viewing 1 - 0 of 0 recipients								10	~

#### CLICK SAVE.

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ACH Recipients ACH Recipient Activity								📥 Download 🗸	Print
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Test ACH Recipient	123456789	Checking 💌	081019405 Q	CR 💌	\$0.00		Addenda Ca	ncel Save	
Viewing 1 - 0 of 0 recipients								10	~

## ACH RECIPIENT HAS BEEN SUCCESSFULLY SAVED.

Search Recipients	<	ACH Recipients ACH Recipient Activity	Saved Recipient saved successfully!		×
Recipient Name:		Type to filter Q	4		
mount:		Recipient Name * ID Number \$	Account Number \$	Account Type \$	Routing Number \$
	•	Test ACH Recipient	123456789	Checking	081019405
tatus		Viewing 1 - 0 of 0 recipients			
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