ACH Origination

Business Online Banking Brought to You by myTrustmark[®] Business



Process Workflow

1. Under the Pay and Transfer tab, select *ACH/Wire*.



- 2. Select **New Payment** and the corresponding transaction type from the drop-down menu:
 - ACH Collection
 - ACH Payments
 - Payroll
 - Payment from File



- 3. Select the SEC Code (not for payroll.)
- 4. Enter the Company Entry Description (optional.)
- 5. Choose the *Subsidiary* from which the payment will be sent.
- 6. Select the *corresponding offset account* for this transaction.
- 7. Enter the *Effective Date* of the transaction.
- If the recipient is already setup, select the corresponding recipient from the list and enter the dollar amount.
- 9. If the recipient has not been setup, select +*New Recipient.* (See Recipient Management Guide.)

SEC Code	4 Company Entry Description	6	Subsidiary
Select a SEC Code	Max 10 characters		Search by name
Account	7 Effective Date		Recurrence
Search by name or number		31	None

Recipients (1)			9. Find recipients in payment
Add multiple recipients			
Recipient/Account		nount	
٩	۵	\$0.00	:
+ New Recipient	`	+ Add another recipient	
5465 Checking	123456		

 Review the details on the screen and the Payment totals within the Footer for accuracy and select *Approve*. If changes are needed, select *Cancel*. You will receive an access code to your established method of delivery via text or voice call.

NOTES: Select *Draft* if another user in the company must approve the transaction.

Cutoff time is 3:30 pm CST, Monday – Friday. Transactions entered after 3:30 pm are processed the following business day.



\$5.00 1 payments

