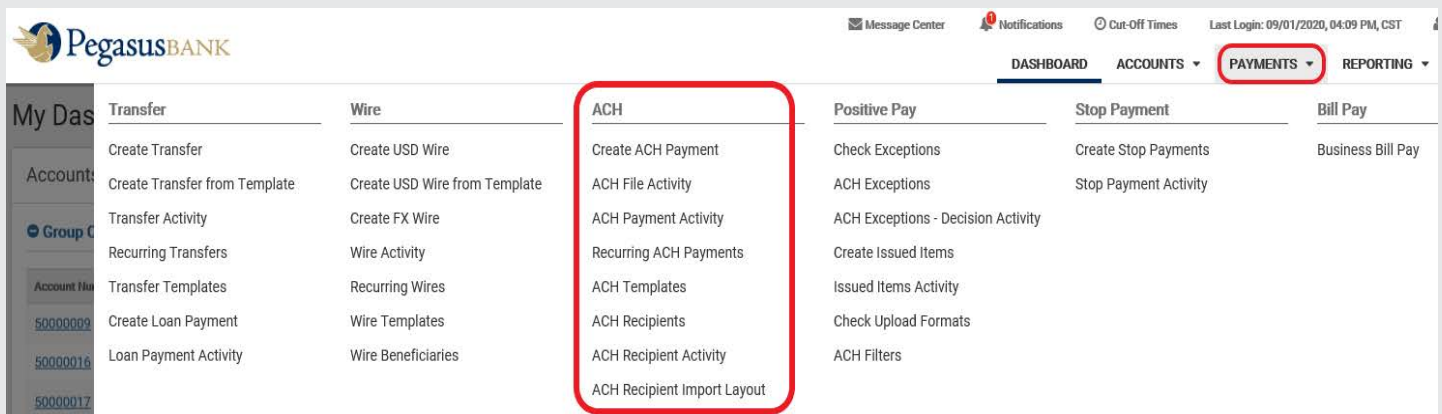We are excited that you have chosen Pegasus Bank to serve your Treasury Management needs. This guide will assist you with using ACH on the new TMS Platform.

1. GETTING STARTED

From your dashboard, click on the *Payments* tab to view your options within the ACH section.

2. Create ACH Payment

Use the **Create ACH Payment** view to create an ACH payment manually, initiate an ACH payment from a template, or upload a NACHA formatted file.

If you create the payment manually, you will need to input a Payment Name, the ACH Company Name, ACH Company ID, SEC Code, Entry Description, and Discretionary Data fields.

If this is a recurring payment, you will need to change the Frequency from "One Time" to another option from the drop-down list.

③ TEMPLATES

ACH Templates

Create New Template

Type to filter 🔍

	Template Name ⇅	ACH Company Name ⇅	SEC Code ⇅	Last Updated ⇅	Debit Amount ⇅	Credit Amount ⇅	Status ⇅
☐	Recurring Test	PEGASUSBANK	PPD	05/26/2020	$0.00	$0.00	Ready
☐	one time pmt	PEGASUSBANK	PPD	10/11/2018	$0.00	$1.00	Pending Approval
☐	end of month	PEGASUSBANK	PPD	09/06/2018	$0.00		
☐	Templat Test	PEGASUSBANK	PPD	09/06/2018	$0.00		
☐	Test Template	PEGASUSBANK	PPD	12/06/2018	$0.00		
☐	Test	PEGASUSBANK	PPD	12/20/2018	$0.00		
☐	test2	PEGASUSBANK	PPD	02/27/2019	$0.00	$0.00	Ready

Eligible Approvers:
Person 1
Person 2
Person 3
Person 4
Person 5
Person 6
Person 7

Create ACH Template

1. Create Template	2. Manage Recipients

◉ Manual Entry   ○ Upload NACHA File

Template Header Information

Template Name: * [   ]

ACH Company Name: * [Type to filter 🔍]

ACH Company ID:

SEC Code: * [▼]

Entry Description: * [   ]

Discretionary Data: [   ]

☐ Restrict Template

[Add Recipients] ⚠ Cancel

CREATE YOUR ACH TEMPLATES

Don't have an ACH template set up? Create a new one! Setting up ACH templates for recurring recipients will save you valuable time when you are needing to quickly send a payment.

Name your template, enter the ACH Company Name, SEC Code, Entry Description, and any Discretionary Data - *OR* - upload a NACHA or CSV file with the required data.

ACH ACTIVITY

View ACH Payment Activity, recipient activity, and manage approvals through the Activity view.

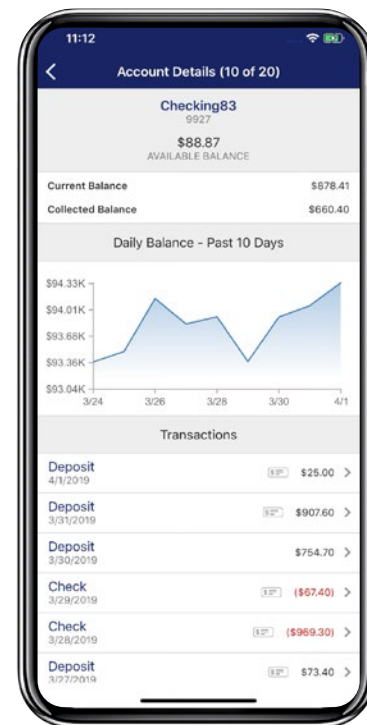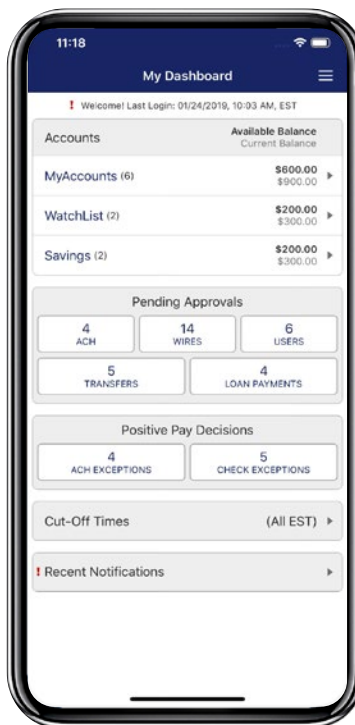## ACH Payment Activity ❓   ACH File Activity   Recurring ACH Payments

Create New Payment   ⬇ Dow

	Transaction ID ⇅	Batch Name ⇅	File Name ⇅	ACH Company Name ⇅	SEC Code ⇅	Initiated Date ⇅	Effective Date ⇅	Debit Amount ⇅	Credit Amount ⇅	Status ⇅
☐	A000000	Payment to Template Test		PEGASUSBANK	PPD		09/01/2020	$0.00	$0.00	Expired
☐	A000000	Jane Doe		JAN E DOE	CCD		07/29/2020	$0.00	$1.00	Expired
☐	A000000	Creatin Template and Payment		JAN E DOE	CCD		07/29/2020	$0.00	$0.02	Expired
☐	A000000	Test		PEGASUSBANK	PPD		06/02/2020	$0.00	$1.00	Expired
☐	A000000	Perm		JAN E DOE	CCD		05/18/2020	$1.00	$0.00	Expired
☐	A000000	12.5.9 Future Payment		PEGASUSBANK	PPD	12/05/2019	05/01/2020	$0.00	$1.00	Cancelled
☐	A000000	Texas ABC		PEGASUSBANK	PPD	09/26/2019	01/31/2020	$0.00	$2.50	Approval Rejected
☐	A000000	Texas ABC		PEGASUSBANK	PPD	09/26/2019	01/01/2020	$0.00	$5.00	Expired
☐	A000000	Test Payment		JAN E DOE	CCD	12/20/2019	12/23/2019	$1.00	$1.00	Expired
☐	A000000	Texas ABC		PEGASUSBANK	PPD	09/26/2019	09/30/2019	$0.00	$5.00	Expired
☐	A000000	Payment to Template Test		PEGASUSBANK	PPD	08/15/2019	08/16/2019	$0.00	$0.01	Cancelled
☐	A000000	Demo Payment		PEGASUSBANK	PPD	06/18/2019	06/18/2019	$0.00	$1.00	Expired

Pegasus BANK

Pegasus Bank TMS
Online Treasury Management
★★★★★ 2
GET

Available on the **App Store**
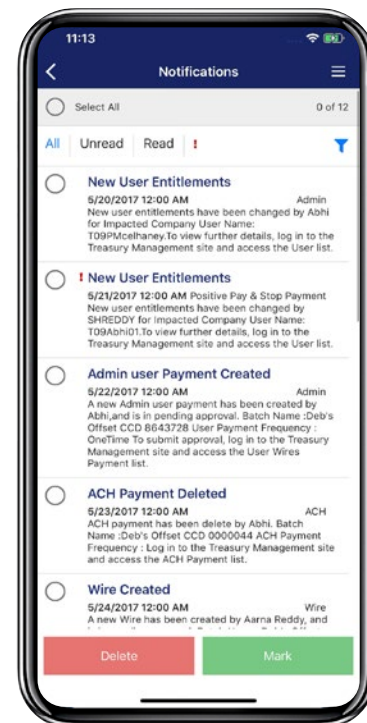
GET IT ON **Google Play**

DOWNLOADING THE MOBILE APP

The Treasury Management Mobile app is available for download by searching on the App Store for the Apple iPhone or by searching on Google Play for Android devices. If you'd like to make it quick, use your camera to scan the QR code to your right, and the app will automatically load from the appropriate place.

A GET THE APP

Need help? Treasury Management Support is just an email or phone call away. We're here to answer questions or help get you up and running.

TM SUPPORT
tm@pegasusbankdallas.com | 214-353-3085

Pegasus BANK