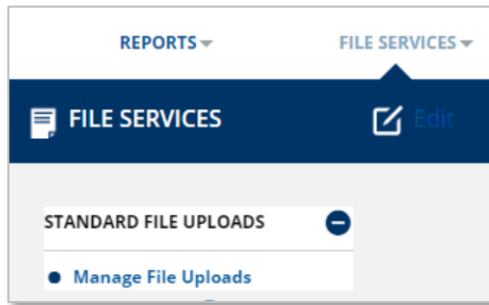


## ACH FILE UPLOAD

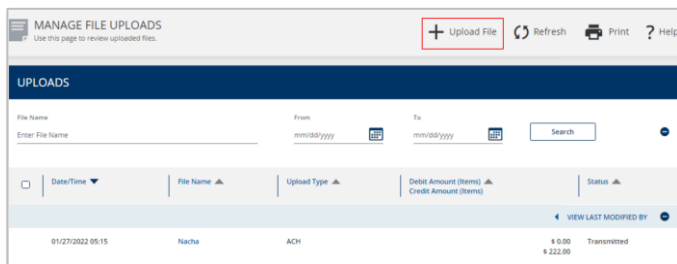
Treasury Internet Banking's File Services feature provides an efficient means to transmit your ACH formatted files to the bank, saving you time and reducing the chance of errors.



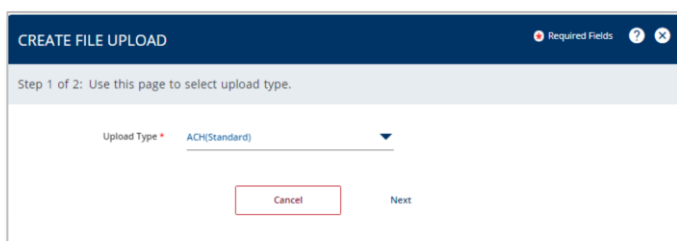
### FILE SERVICES

#### STEP 1: MANAGE FILE UPLOADS

1. Navigate to the *File Services* menu on the Dashboard and select *Manage File Uploads*.



2. The *Manage File Uploads* screen provides the option to upload a file and an overview of any files that have already been uploaded.



#### STEP 2: CREATE FILE UPLOAD

1. Click the '+Upload File' link.
2. On *Create File Upload Step 1 of 2* overlay, select the *Upload Type* as *ACH(Standard)*.
3. Click *Next* to proceed.

CREATE FILE UPLOAD

Required Fields

Step 2 of 2: Use this page to select the file.

Upload Type

ACH(Standard)

File Location/File Name \*

Browse

No file chosen

Duplicate File Check

☐ Check for duplicate files and reject duplicates

Cancel

Back

Upload

4. On the *Create File Upload Step 2 of 2* overlay, click the *Browse* button to navigate to the file to be uploaded.
5. Use the optional *Duplicate File Check* feature to identify and automatically reject duplicate files.
6. Click *Upload* to process the selected file.

MANAGE FILE UPLOADS

Use this page to review uploaded files.

Upload File

Refresh

Print

Help

UPLOADS

File Name

Enter File Name

From

mm/dd/yyyy

To

mm/dd/yyyy

Search

☐

Date/Time

File Name

Upload Type

Debit Amount (Items)  
Credit Amount (Items)

Status

VIEW LAST MODIFIED BY

01/27/2022 06:59

Nacha

ACH

\$ 0.00  
\$ 222.00

Transmitted

STEP 3: REFRESH BUTTON

1. The *Manage File Uploads* screen displays the status of the file upload.
2. Click the *Refresh* button on the top right to update the upload status.

VIEW FILE UPLOAD

FILE INFORMATION

File Name

Nacha

Total File Credits

USD 222.00

# of Batches

1

Total File Debits

USD 0.00

Status

Awaiting Approval

Modified Date/Time

01/27/2022 06:32

Last Modified By

Tsai@CORPA2

BATCH #0000001

BATCH INFORMATION

Effective Date

01/24/2022 01:00

Company ID

w111111111

Payment Type

PPD

Company Name

ABC COMPANY

Total Batch Credits

USD 222.00 (1)

Description

Individual

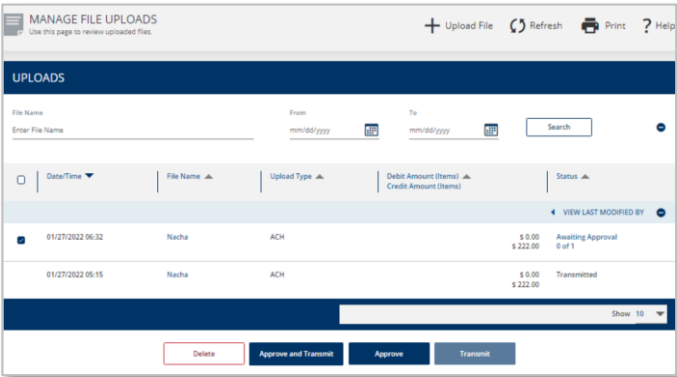
Total Batch Debits

USD 0.00 (0)

BATCH RECIPIENTS

STEP 4: VIEW FILE UPLOAD SCREEN

Click the file name hyperlink to view additional details about the file.



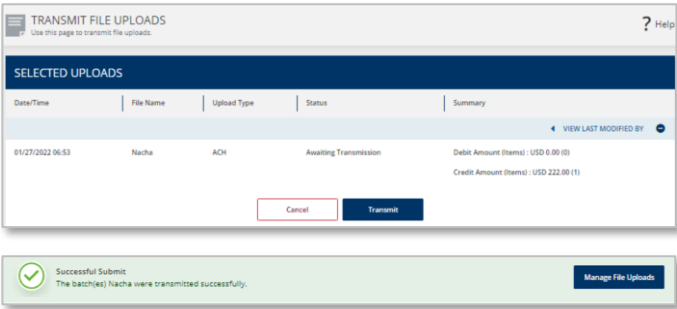
STEP 5: FILE APPROVAL

As a security best practice, secondary approval is recommended for ACH files uploaded to the bank.

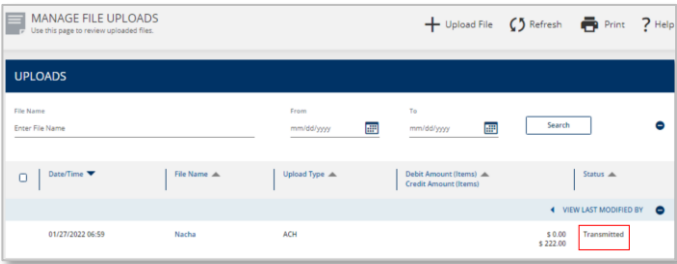
Files remain in an *Awaiting Approval* status until another authorized user has reviewed and approved them.

There are two approval options available:

- 1. Select *Approve and Transmit* to release the file to the bank immediately.
- 2. Select *Approve* to indicate the file is ready to be sent to the bank. Then select *Transmit* later when you are ready for the file to be released to the bank.



- 3. A *Successful Submit* message confirms the file has been transmitted successfully.



- 4. Click on *Manage File Uploads* button to review the status of the uploaded file. The file will now be updated with Transmitted status.