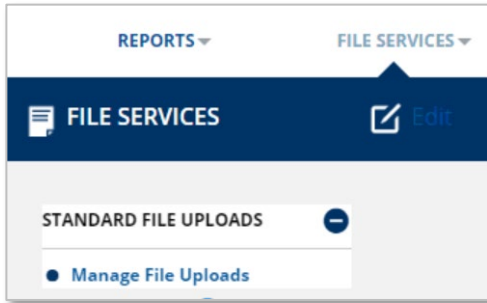


### ACH FILE UPLOAD

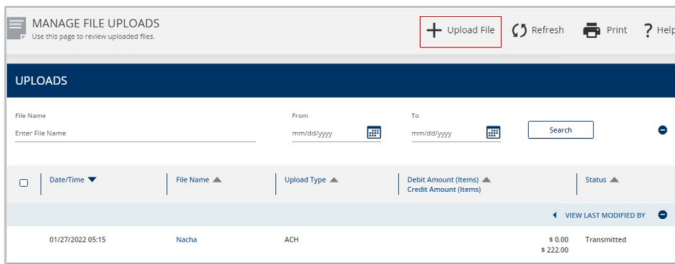
Treasury Internet Banking’s File Services feature provides an efficient means to transmit your ACH formatted files to the bank, saving you time and reducing the chance of errors.



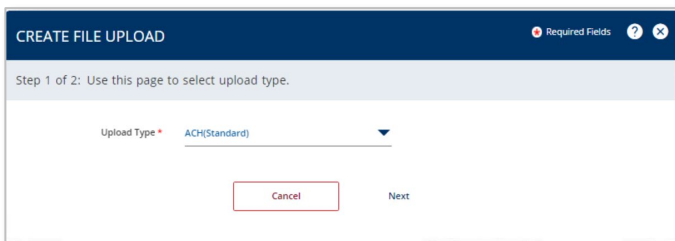
### FILE SERVICES

#### 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.

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.

Date/Time	File Name	Upload Type	Debit Amount (Items) Credit Amount (Items)	Status
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.

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	Tsal@CORPA2

BATCH #0000001	
BATCH INFORMATION	
Effective Date	01/24/2022 01:00
Company ID	w11111111
Payment Type	PPD
Company Name	ABC COMPANY
Total Batch Credits	USD 222.00 (1)
Description	Individual
Total Batch Debits	USD 0.00 (0)

### STEP 4: VIEW FILE UPLOAD SCREEN

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

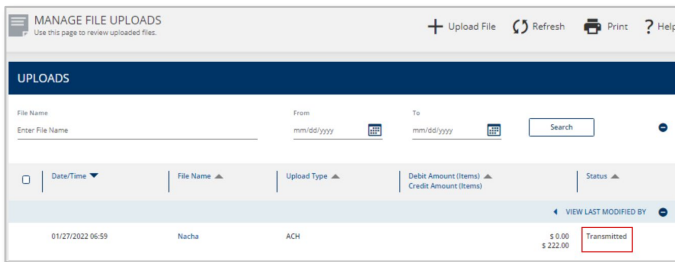
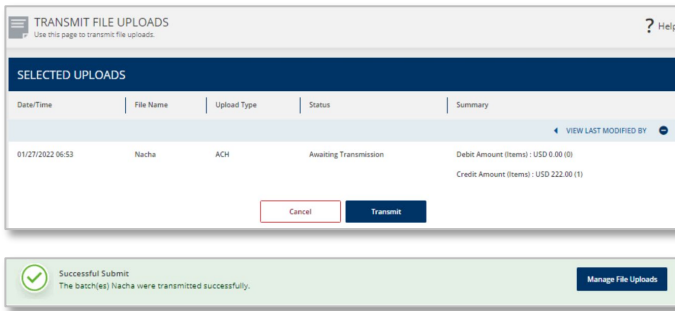
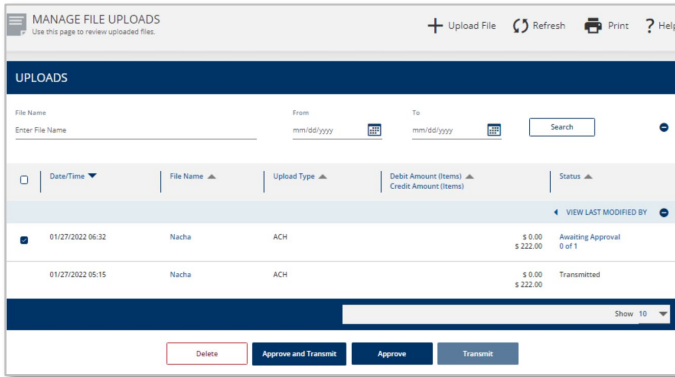
### STEP 5: FILE APPROVAL

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.