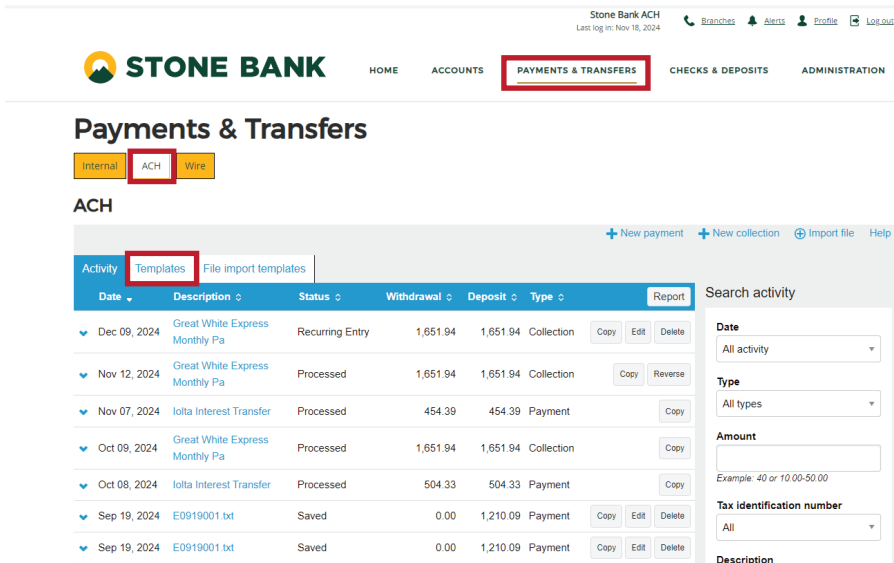


EMERALD TREASURY MANAGEMENT SERVICES

HOW TO DOWNLOAD ACH TEMPLATES

After logging in to Business Online Banking, click “Payments & Transfers,” then click “ACH”.

Click “Templates”.



Stone Bank ACH
Last log in: Nov 18, 2024

STONE BANK
HOME ACCOUNTS **PAYMENTS & TRANSFERS** CHECKS & DEPOSITS ADMINISTRATION

Payments & Transfers

Internal **ACH** Wire

ACH

+ New payment + New collection Import file Help

Activity **Templates** File import templates

Date	Description	Status	Withdrawal	Deposit	Type	Report
Dec 09, 2024	Great White Express Monthly Pa	Recurring Entry	1,651.94	1,651.94	Collection	Copy Edit Delete
Nov 12, 2024	Great White Express Monthly Pa	Processed	1,651.94	1,651.94	Collection	Copy Reverse
Nov 07, 2024	Iolita Interest Transfer	Processed	454.39	454.39	Payment	Copy
Oct 09, 2024	Great White Express Monthly Pa	Processed	1,651.94	1,651.94	Collection	Copy
Oct 08, 2024	Iolita Interest Transfer	Processed	504.33	504.33	Payment	Copy
Sep 19, 2024	E0919001.txt	Saved	0.00	1,210.09	Payment	Copy Edit Delete
Sep 19, 2024	E0919001.txt	Saved	0.00	1,210.09	Payment	Copy Edit Delete

Search activity

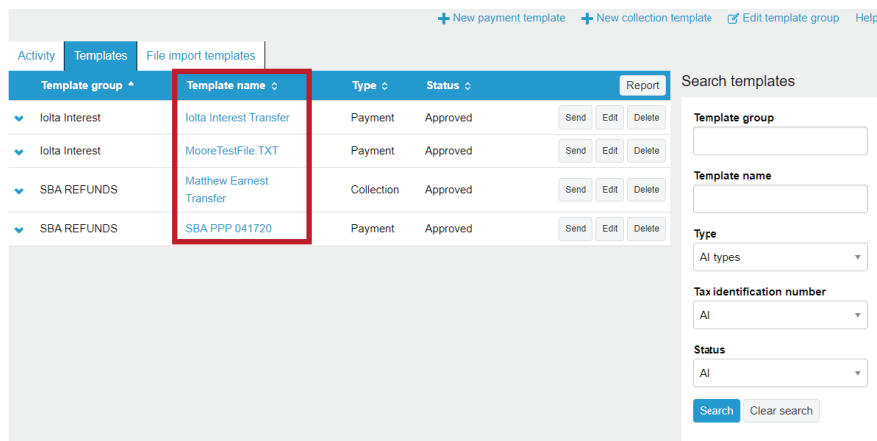
Date: All activity
Type: All types
Amount: Example: 40 or 10.00-50.00
Tax identification number: All
Description

Select the **Template Name** to Download

Payments & Transfers

Internal **ACH** Wire

ACH



+ New payment template + New collection template Edit template group Help

Activity **Templates** File import templates

Template group	Template name	Type	Status	Report
Iolita Interest	Iolita Interest Transfer	Payment	Approved	Send Edit Delete
Iolita Interest	MooreTestFile.TXT	Payment	Approved	Send Edit Delete
SBA REFUNDS	Matthew Earnest Transfer	Collection	Approved	Send Edit Delete
SBA REFUNDS	SBA PPP 041720	Payment	Approved	Send Edit Delete

Search templates

Template group
Template name
Type: All types
Tax identification number: All
Status: All
Search Clear search



In the right corner, click **“Report.”** It will give two format options.

Please choose **“Comma-separated values (.csv)”** and click **“Download Report”**.

Payments & Transfers

Internal ACH Wire

ACH

Print Help

Activity Templates File import templates

MooreTestFile.TXT

Report Edit

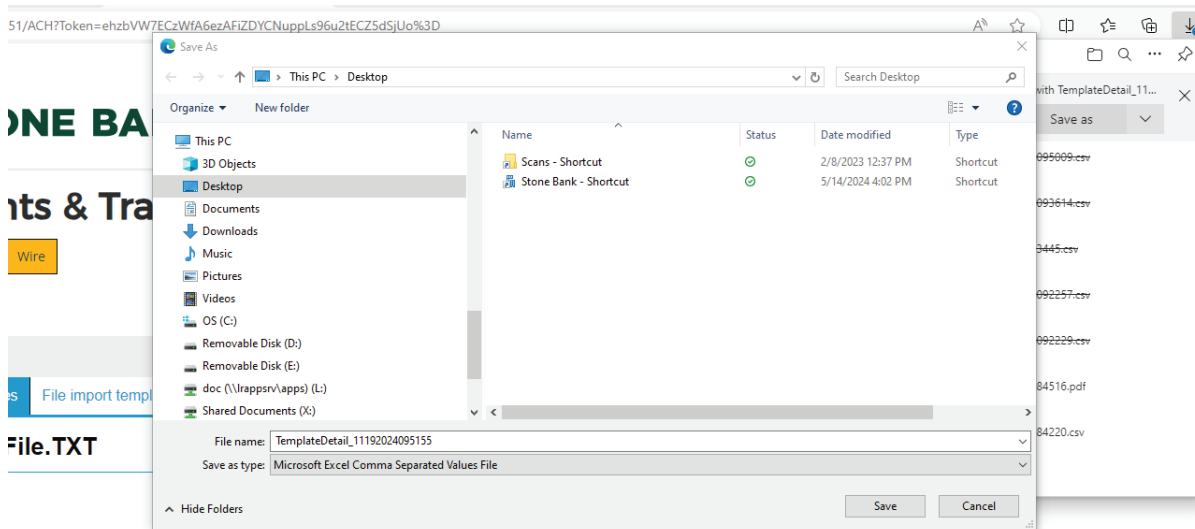
Template name MooreTestFile.TXT	Tax identification number Stone Bank[xxxxx7830]	Template group Iolita Interest
<input type="checkbox"/> Repeat	Type Payment (Company - CCD)	Amount range
Total withdrawal \$213.18	Total deposit \$213.18	

User access All current and future users Specific users

<input type="checkbox"/> Cinder Ella	<input checked="" type="checkbox"/> Stone Bank ACH	<input type="checkbox"/> Stone Bank Test
<input type="checkbox"/> STONE BANK USDA USER		

Pay from Show Details Show Filter

Click **“Save As”** and change the file name to the Template Name.



Type
Payment (Company - CCD)

Amount range



Member FDIC, Equal Housing Lender