Uploading an ACH Template

Prepare Your CSV File

Using your ACH Template that you downloaded from the previous system, prepare it following these steps:

1. Delete rows 1-14.

2. Delete columns K-U (Columns starting with Payment Type Code and ending with Terminal State.)

3. Save this new file as a CSV file.

Upload Template

1. Log into online banking.
2. Click on **Cash Manager** in the menu on the left.

3. Click on **Import Layout**.

4. Click the **dropdown** and select **CSV File Layout**.

5. Set it up with:
   a. Name – 2
   b. ID Number – 3
   c. Routing Number – 6
   d. Account Number – 4
   e. Amount – 9
   f. Transaction Code – 8

6. Click **Save**.

7. Click **Batch List & Create Batches**.

8. Select the **drop down** next to **Create a new batch for:** and select your **ACH Company**.

9. Enter a name for your template, select the correct SEC code from the drop down menu, and edit/add Entry Description. Add discretionary data if necessary.

10. Click **Submit**.

11. Click **Import Transaction**.

12. Click the **drop down** list and select **CSV File**.
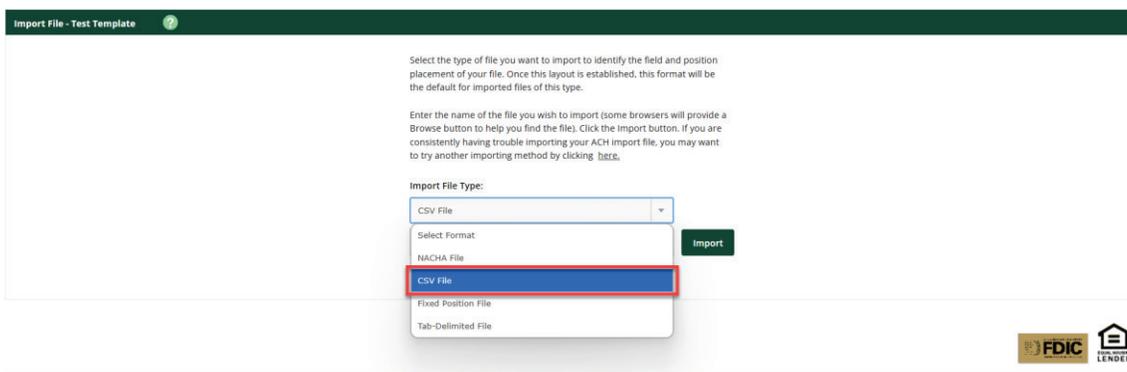
13. Click **Choose File**.

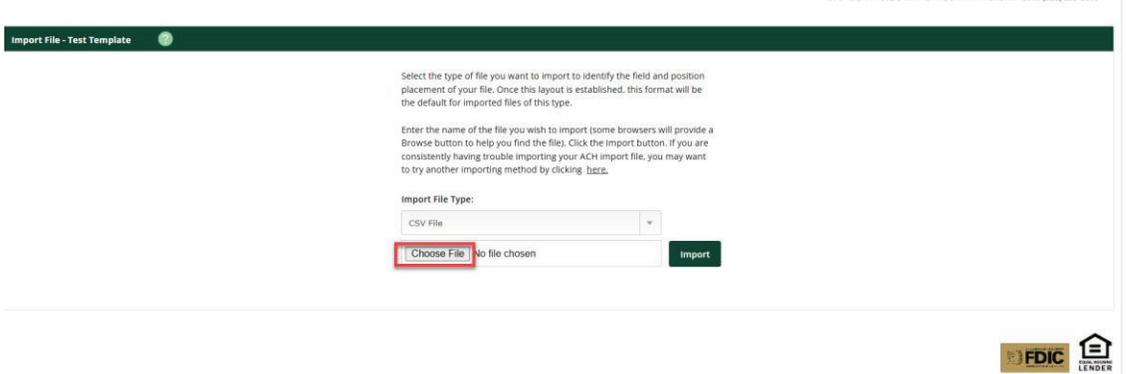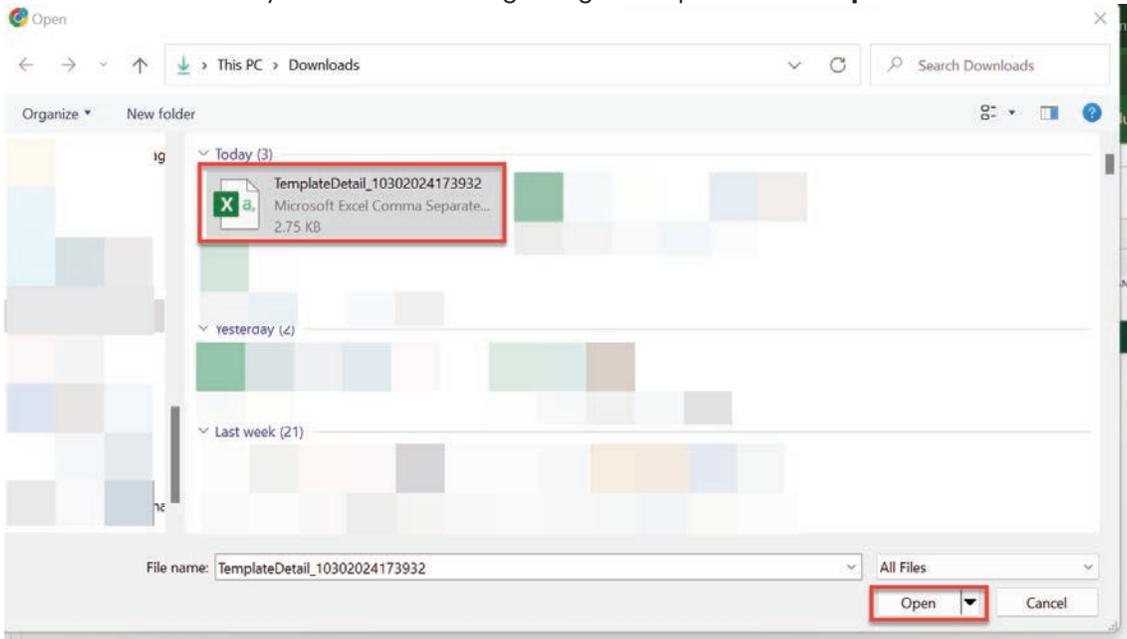14. Select the file you saved at the beginning of this process and **Open**.

15. Click **Import**.

    a. This will bring you to the File Status tab and it will say Queued at the beginning. You can click **Refresh List** to check the status of when it is complete. It will say Uploaded when complete.

16. Click **ACH.** This will bring you to your batch listing. You will see your batch listed with the status of Uploaded.

Note: Held transactions will not transfer over, so you will need to hold any transactions you do not want to send out per batch.