# EMERALD TREASURY MANAGEMENT SERVICES HOW TO UPLOAD ACH TEMPLATES

## 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.

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Template 1 Collection - Company													
Group Nan 13th Drafts													
Amount Range													
Frequency None													
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2. Delete columns K-U (Columns starting with Payment Type Code and ending with Terminal State.)

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ng 82900872	28												(	DR	No	Yes	No
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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.

	Log Out
from Cash Management Settings	
ACH Wires Positive Pay Users Reporting File Status	
Batch List & Create Batches Nacha Upload Tax Payment Import Layout History Search	
STONE BANK-802 E MAIN ST	4OUNTAIN VIEW, AR 72560-(833) 253-2265
ACH Batch List 🕜 Total E	latches 13 Display 10   20   50   100

Create a new batch for: Select Company \*

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

	Log Out
☆         ★           Home         Cash Management           Settings	
ACH Wires Positive Pay Users Reporting File Status	
Batch List & Create Batches Nacha Upload Tax Payment Import Layout History Search	
Select File Format	STONE BANK 802 E MAIN STMOUNTAIN VEW, AR 72506-9839 253-2
Select Upload Format to Cr	v/Edit Select option *
	Select option
	CSV File Layout
	Fixed Position File Layout
	Delimited 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

	Select Upload Format to Create/Edit	CSV File Layout	¥	
	Name 2 × ID Number 3 × Routing Number 6 ×	Account Number 4 Amount 9 * Transection Code 8	• •	
	*Note: If your file does not contain T	ransaction Codes, the following fields are r	required:	
Account	Type + Che	ecking Equals	Savings Equals	
		Cance	el Reset Save	



#### 6. Click Save.

Select Upload	d Format to Create/Edit	CSV File Layout	•		
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ID Number	3 💌	Amount	9 🔻		
Routing Number	6 -	* Transaction Code	8 🔻		
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7. Click Batch List & Create Batches.

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	Transaction Type	Debit Equals	Credit Equals	

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

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Ready Balance	ey Mouse LTD		\$0.00	\$1.00	None		Select option	



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.

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

Import File - Test Template	
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	Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type.
	Enter the name of the file you wich to import (some browsers will provide a
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13. Click Choose File.	STONE BANK 802 E MAIN STMOUNTAIN VIEW, AR 72580-8330 253-2285
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Import File - Test Template 🛛 🕘	
	Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type.
	Enter the name of the file you wish to import (some browsers will provide a
	Browse button to help you find the file). Click the Import button. If you are concident house for the Import file Import Button. If you are
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#### 15. Click Import.

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ACH Wires Positive Pay Users	Reporting File Status	
Batch List & Create Batches Nacha Upload	Tax Payment Import Layout History	Search
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Import File - Test Template 🛛 🗐		
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		FDIC CONT

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.

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

Cash Management Settings							
Wires Positive Pay Users	Reporting	File Status				STONE BANK 802 E MAIN STMOUNTAIN V	10W, AR 72560 (833) 253
Upload Status 💿						Display 5   ;	10   20   50   100   Al
lie Name FemplateDetail_10302024173932.csv			CSV	ACH	Related Account	Upload Date 9 11/19/2024 10:14:27 AM	Uploaded
							Refres

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

