Creating a New ACH File - Manual Input

1. Log in to Online Banking. Click on **Cash Management**. Then, click on **ACH**.
2. Click on **File List**.
3. Next to “Create a new file for” select the appropriate Company.
4. On the “New Batch” screen, enter batch information. (All fields with red asterisks are required.)
   a. Enter the Batch Name.
   b. Enter Discretionary Data. (Optional.)
   c. Choose SEC Code.
   d. Enter Company ID.
   e. Enter Entry Description.
   f. Click on **Submit**.
   g. Enter Transaction Information. (All fields with red asterisks are required.)
      - The screen will default to **Quick Add**, allowing only one transaction to be entered. If you have multiple transactions to enter, click **Add Multiple** at the bottom of the screen.
      - **If sending a prenote transaction, type 0.00 in the amount and put a checkmark in the Prenote box.**

   If you do not want to enter transactions manually, you can create a CSV file with the customer and transaction information and “import transactions” instead. See “Adding Transactions to a New ACH File Using an Imported Transaction File” instructions below.

   h. Enter Receiving Financial Institution Information. All fields with red asterisks are required.
   i. Review the transactions on the “Edit Batch” screen to ensure the totals on the screen match the file totals for that batch. If you forgot a transaction, click on **Add Transaction** to add it.
   j. Click **Submit**.
5. On the “ACH File List” screen, choose the file that you just submitted and select **Initiate** from the dropdown. A message will appear at the top of the screen say that the file was successfully initiated.
6. Click on **Activity** to see the file on the “History” screen.

Adding Transactions to a New ACH File Using an Imported Transaction File

1. Log in to Online Banking. Click on **Cash Management**. Then, click on **ACH**.
2. Click on **Import Layout**.
3. Select the Upload Format to Create/Edit in dropdown box. CSV is most common.
4. Next, create your CSV file template. Each number in the dropdown box reflects the column the information is in on the spreadsheet:

   Name: 1
   Routing Number: 2
   Account Number: 3
   Account Type: 4
   Transaction Type: 5
5. Create a CSV file (without a header) using the information corresponding to the template information in step 4. For Example, Column 1 will contain the name. Column 2 will contain the routing number. Column 3 will contain the account number. Column 4 will contain the account type (DDA for checking or SAV for savings). Column 5 will contain the transaction type (DR for debit or CR for credit).
6. Click on **File List**.

7. Next to “Create a new file for” select the appropriate Company.
8. Enter information on the “New File” screen: Everything with a red asterisk must be completed
    a. Enter the File Name.
    b. Enter Discretionary Data. (Optional.)
    c. Choose SEC Code.
    d. Enter Company ID.
    e. Enter Entry Description.
    f. Click on **Submit**.
    g. Click on **Import Transaction**.
    h. Under “Import File Type” select Format. CSV is most common.
    i. Choose the CSV file that you created and saved.
    j. Click on **Import.** On the “File Upload Status” screen you will see the imported file.
    k. Click on **Refresh** and the status of the file with change to Uploaded.
9. Click on **ACH**.
10. Click on **File List**.
11. On the “ACH File List” screen, find the file that you submitted and select **Initiate** in the dropdown box
12. A message will appear at the top of the screen that the file was successfully initiated
13. Click on **Activity** and you can see the file on the History screen.

Using an Existing ACH File Batch

1. Log in to Online Banking. Click on **Cash Management**. Then, click on **ACH**.
2. Click on **File List**.
3. Next to the file you want to recreate/reuse, choose **Edit** from the dropdown.
4. Edit transactions to change amount or update account information as needed. You may also add a person or transaction. If there is a transaction in the file you do not want to send this time, you can click on **Edit** next to that transaction and then click on **Hold** next to Status to exclude the file from this submission while keeping it in the batch for future files.
5. Once you are finished editing, click on **Submit**.
6. On the “ACH File List” screen, find the file that you just submitted and select **Initiate** in the dropdown.
7. A message will appear at the top of the screen that the file was successfully initiated.
8. Click on **Activity** to see the file on the “History” screen.

Uploading an ACH File Using NACHA File Created on Accounting Software

1. Log in to Online Banking. Click on **Cash Management**. Then, click on **ACH**.
2. Click on **Upload**.
3. Choose NACHA file that you created and saved from your accounting software.
4. Click on **Upload**.
5. On the “File Upload Status” screen, you will see the imported file.
6. Click on **Refresh** and the status of the file will change to Uploaded.
7. Click on **Activity** to see the file on the “History” screen.