

TREASURY MANAGEMENT

QUICK REFERENCE GUIDE

ACH FILE UPLOAD

Files that meet the following criteria can be uploaded for processing using the Create ACH Payment feature within Simmons Bank Treasury Management:

✔ NACHA formatted file

✔ No more than 10,000 payments

✔ Less than 10 MB in size



UPLOAD A FILE

CREATE ACH PAYMENT • UPLOAD NACHA FILE

1. Select a file to upload to begin creating a payment, then select **Upload**.
2. On the File Summary view, review all of the batches within the file and the payment details, then add the offset accounts (if applicable). Select **Review** to continue.
3. Perform a final review before selecting **Confirm** to upload the file.
4. The final view will display a summary of the number of batches, the total debits and total credits in the file.

 **TIP: The File Upload Edit entitlement controls the actions a user can take on the File Upload Summary view.**



VIEW FILE SUMMARY

PAYMENTS • ACH FILE ACTIVITY

To quickly access and view ACH file activity, follow the **ACH File Activity link**, which can be found within the ACH navigation menu under **Payments**.

Need personal support? We're here to help.

1-800-551-4471 or treasurymanagement@simmonsbank.com