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 and 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.

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Create ACH Payment ^e			
1. Create Payment 2. Manage Recipient	3. Review 4. Confirma	tion	
Manual Entry From Template Upload NAC	HA File		
Payment Header Information			* Indicates Required Field
Payment Name.*		Frequency: * One Time *	
ACH Company Name: * Type to filter	Q,	Effective Date: * 07/25/2019	
ACH Company ID: SEC Code:			
Entry Description: *			
Discretionary Data:			
Add Recipients Cancel			

View File Summary – Payments and 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.

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ACH	Payment Activity	ACH File Activity Recording ACH	i Paymenta						Create N	iev Payment 💧 🛆 Or	united + Alf
Type	to liber	Q									
	Transaction 10 1	Eutch Name 1	File Name 1	ACII Company Name 1	SEC Code 0	Indiated Date 1	Effective Date 1	Debit Amount 1	Credit Amount 1	Status 1	Actiona
	A80000054425	Water Payment		XYZ CORPORATION	PPD	07/16/2019	07/01/2019	\$0.00	\$0.01	Scheduled	Cancel
	A00000054427	Paper Payment		XYZ CORPORATION	PPD	07/18/2019	47/01/2819	\$0.00	\$0.02	Pending Approval	Cancel
	A00000054422	Hearly Payroll		XYZ CORPORATION	PPD	07/18/2019	07/30/2019	\$0.00	\$0.05	Pending Approval	Cancel
	A800000555649	Cantractors Payment		XYZ CORPORATION	PPD	07/24/2019	07/29/2019	50.00	\$0.10	Pending Approval	Cancel
	A00000055682	Direct Deposit of Payroll		XYZ CORPORATION	PPD	07/24/2019	07/29/2019	50.00	50.10	Pending Approval	Cancel
	A80000055685	XYZ CORPORATION 0000001	NACHAFIe.od	XYZ CORPORATION	PPD	07/24/2019	07/25/2019	50.00	\$0.36	Pending Approval	Cancel