

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.

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.