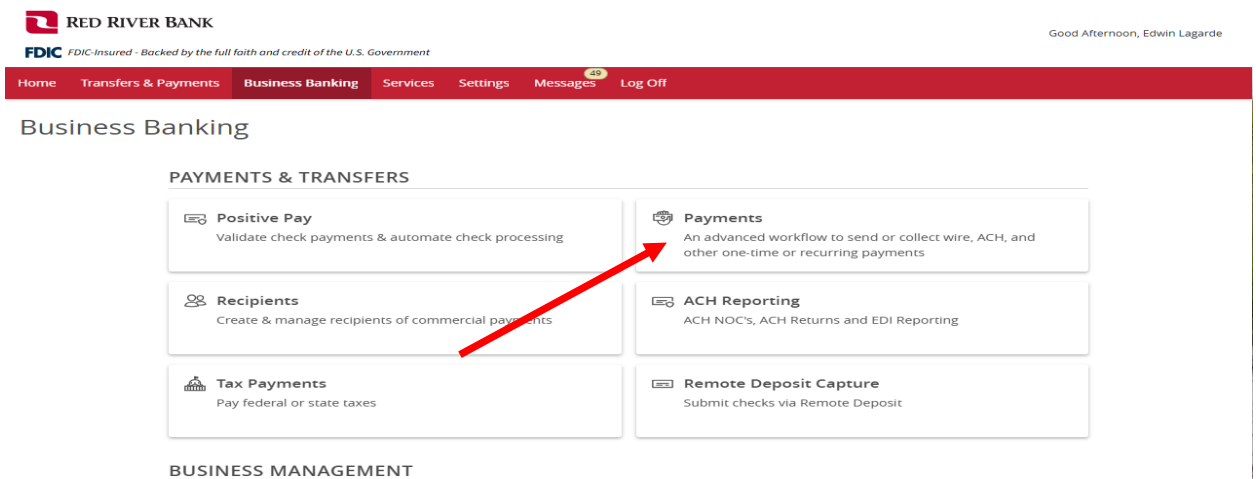




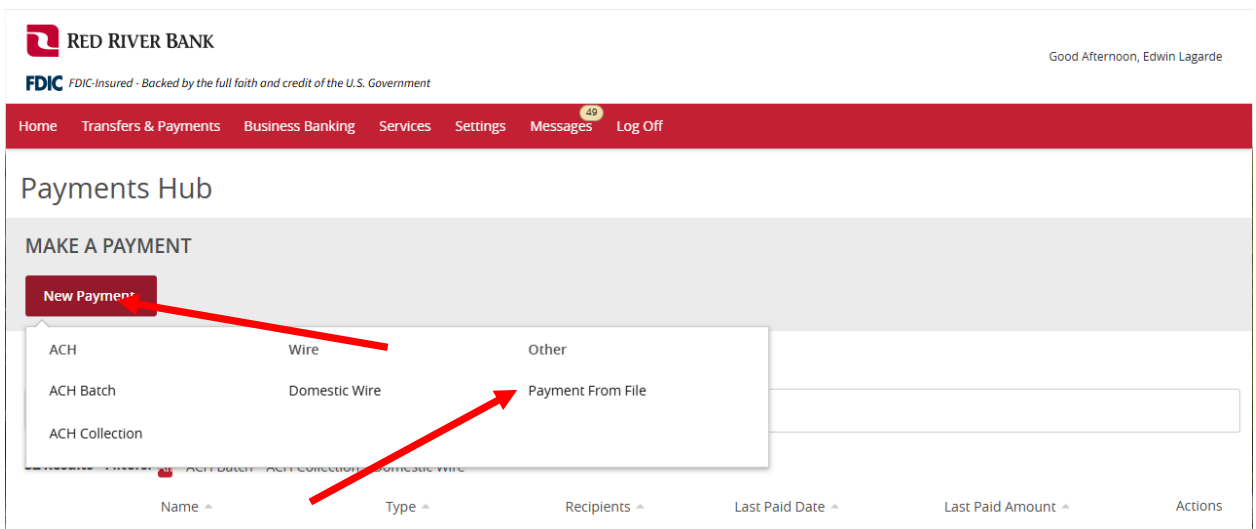
Note: Supported file types include the following:

- Single-batch NACHA formatted file containing an SEC Class code of either PPD or CCD
- 5-Column CSV File

1. Select the “Business Banking” menu and then select “Payments”.



2. Select “New Payment” and then “Payment from File”.





Red River Bank-Treasury Management

ACH File Import

3. Select your Payment Type either ACH Collection (Debit File) or ACH Batch (Credit File).

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Payment From File

Payment Type *

--Please Select A Payment Type--

- Please Select A Payment Type--
- ACH Collection
- ACH Batch

* - Indicates required field

Cancel Save Recipients Upload File

4. Click to below the "Import File" to browse and find your file, and then click "Upload File".

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ACH Collection

ACH Collection Sample File (.csv)

ACH COLLECTION UPLOAD GUIDELINES

- You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, or ACH Collection, or Payroll
 - The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, & Amount
 - Account Type is a numeric value: Checking = 1; Savings = 2; & Loan = 3
 - For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

OR

- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
 - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
 - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that info should be in the balanced file
- The import uses the name and the order of the file to create recipients and amounts
- You can include a recipient multiple times to create multiple payments
- The payments can be to the same account or a different account

ACH Collection File Specification (.pdf)

Import File *

--Please Select A File To Import--

* - Indicates required field

Cancel Save Recipients Upload File



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Red River Bank-Treasury Management

ACH File Import

- Next if you need to enter "Company Entry Description", do so now. Choose your "Pay From/Pay To" Account. Choose your "Company/Subsidiary". Then choose your "Effective Date".

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Payment From File - Additional Information

SEC Code
CCD - Cash Concentration and Disbursement

Company Entry Description
Invoice

Pay From/Pay To
Payroll 3218104 \$27.18

Company / Subsidiary
Transfer Test Business 1

Effective Date

Recipients

Name	Routing	Account	Account Type	Amount	Addenda
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- If you are using DUAL control click "Draft", if you have full access click "Approve".

< 1 of 96 >

Total Amount: \$1,822,635.47 To 960 recipients

Back Draft Approve



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