Red River Bank-Treasury Management   ACH File Import
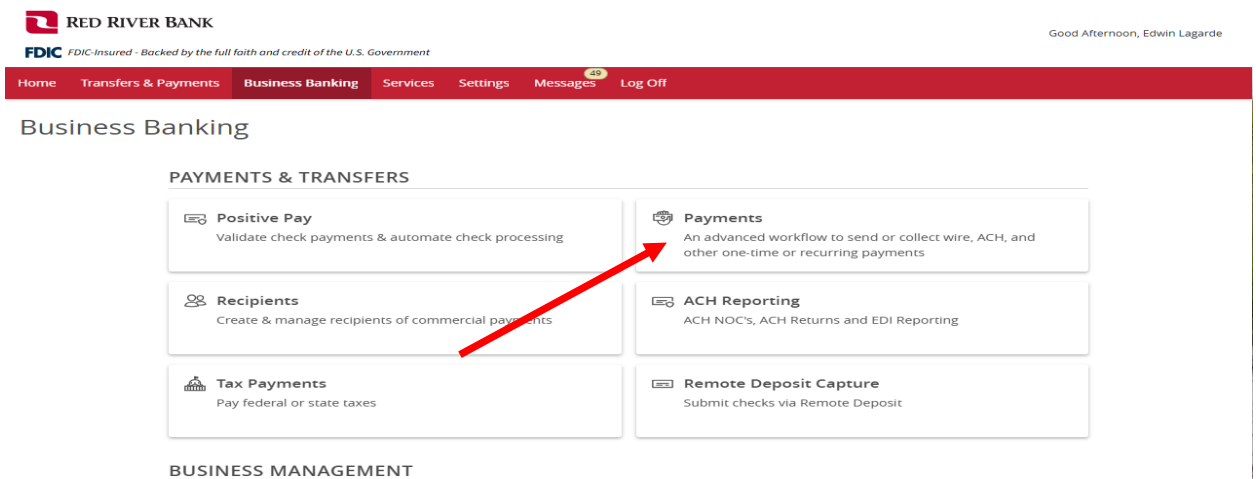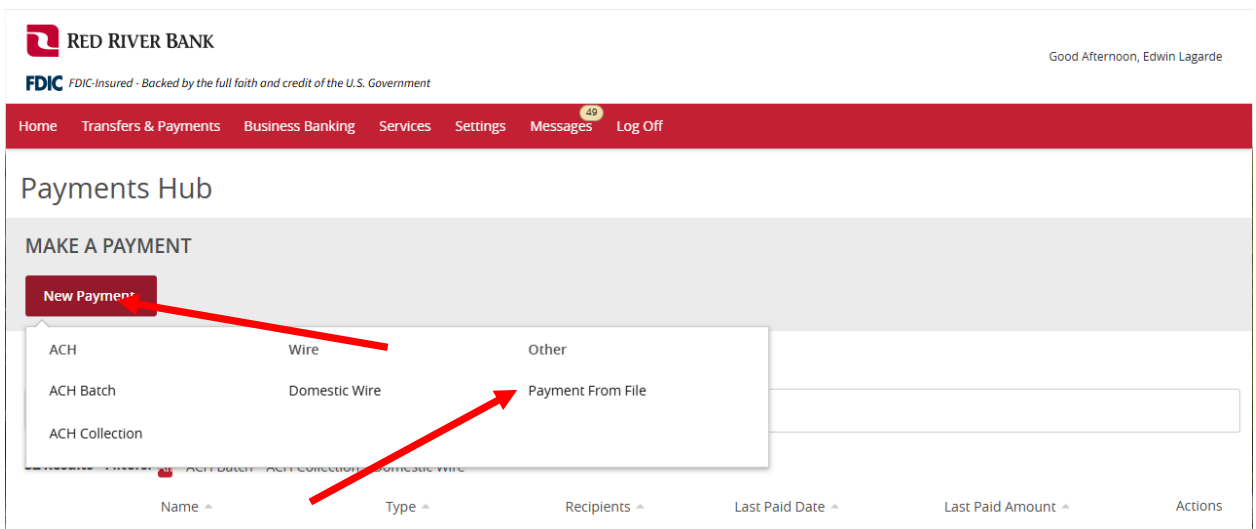
Note: Supported file types include the following:

- 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".

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

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

5.   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".

6.   If you are using DUAL control click "Draft", If you have full access click "Approve".