

3. Click on **Import Layout**.

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The screenshot shows the Stone Bank web interface. The top navigation bar includes 'Home', 'Cash Management', and 'Settings'. Below this, a secondary navigation bar has 'ACH', 'Wires', 'Positive Pay', 'Users', 'Reporting', and 'File Status'. Under 'File Status', the 'Import Layout' option is highlighted with a red box. Other options in this bar include 'Batch List & Create Batches', 'Nacha Upload', 'Tax Payment', 'History', and 'Search'. The main content area shows 'ACH Batch List' with a 'Total Batches 13' and a 'Display 10 | 20 | 50 | 100' selector. A 'Create a new batch for:' dropdown is set to 'Select Company'.

4. Click the **dropdown** and select **CSV File Layout**.

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The screenshot shows the Stone Bank web interface with the 'Import Layout' option selected in the top navigation bar. The main content area is titled 'Select File Format'. It features a 'Select Upload Format to Create/Edit' dropdown menu. The dropdown is open, showing four options: 'Select option...', 'Select option...', 'CSV File Layout' (highlighted with a red box), 'Fixed Position File Layout', and 'Delimited File Layout'. The 'FDIC' and 'LENDER' logos are visible in the bottom right corner.

5. Set it up with:

- a. Name – 2
- b. ID Number – 3
- c. Routing Number – 6
- d. Account Number – 4
- e. Amount – 9
- f. Transaction Code – 8

Select Upload Format to Create/Edit

The configuration form for the CSV File Layout is shown. It includes several dropdown menus for field lengths: Name (2), ID Number (3), Routing Number (6), Account Number (4), Amount (9), and Transaction Code (8). A red box highlights these six dropdown menus. Below the form, there is a note: '*Note: If your file does not contain Transaction Codes, the following fields are required:'. Below the note, there are input fields for 'Account Type', 'Checking Equals', 'Savings Equals', 'Transaction Type', 'Debit Equals', and 'Credit Equals'. At the bottom, there are 'Cancel', 'Reset', and 'Save' buttons.

*Note: If your file does not contain Transaction Codes, the following fields are required:

Account Type Checking Equals Savings Equals
Transaction Type Debit Equals Credit Equals



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6. Click **Save**.

Select Upload Format to Create/Edit

Name Account Number
ID Number Amount
Routing Number * Transaction Code

*Note: If your file does not contain Transaction Codes, the following fields are required:

Account Type Checking Equals Savings Equals
Transaction Type Debit Equals Credit Equals

7. Click **Batch List & Create Batches**.

STONE BANK

Home Cash Management Settings

ACH Wires Positive Pay Users Reporting File Status

Batch List & Create Batches Nacha Upload Tax Payment Import Layout History Search

Information Messages: The current layout was saved successfully.

CSV File Layout

Select Upload Format to Create/Edit

Name Account Number
ID Number Amount
Routing Number * Transaction Code

*Note: If your file does not contain Transaction Codes, the following fields are required:

Account Type Checking Equals Savings Equals
Transaction Type Debit Equals Credit Equals

8. Select the **drop down** next to **Create a new batch for:** and select your **ACH Company**.

STONE BANK

Home Cash Management Settings

ACH Wires Positive Pay Users Reporting File Status

Batch List & Create Batches Nacha Upload Tax Payment Import Layout History Search

STONE BANK 802 E MAIN ST MOUNTAIN VIEW, AR 72560-8333 253-2265

ACH Batch List Total Batches 13 Display 10 | 20 | 50 | 100

Create a new batch for:

Status	Batch	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
<input type="checkbox"/> Ready	Batch	Hickory Hoop LTD		\$0.00	\$1.00	None	Select option...

9. Enter a name for your template, select the correct SEC code from the drop down menu, and edit/add Entry Description. Add discretionary data if necessary.

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Home Cash Management Settings

ACH Wires Positive Pay Users Reporting File Status

Batch List & Create Batches Nacha Upload Tax Payment Import Layout History Search

STONE BANK 802 E MAIN ST MOUNTAIN VIEW, AR 72560 (833)

New Batch

Batch Name: Test Template SEC Code: PPD - Prearranged Payments and Deposits

Company: Mickey Mouse LTD Company Id: 1999999999

Discretionary Data: ACH Entry Description: PAYROLL

Restrict Batch:

Cancel Submit

10. Click **Submit**.

[Log Out](#)



Home Cash Management Settings

ACH Wires Positive Pay Users Reporting File Status

Batch List & Create Batches Nacha Upload Tax Payment Import Layout History Search

STONE BANK 802 E MAIN ST MOUNTAIN VIEW, AR 72560 (833)

New Batch

Batch Name: Test Template SEC Code: PPD - Prearranged Payments and Deposits

Company: Mickey Mouse LTD Company Id: 1999999999

Discretionary Data: ACH Entry Description: PAYROLL

Restrict Batch:

Cancel **Submit**

11. Click **Import Transaction**.

Information Message: Batch Test Template successfully added/edited

Add Transaction

Transaction Information:

Name: Addenda Type: 00-No Addenda Information

ID Number: Addenda:

Amount: 0.00 Prenote:

Creates a separate SO record of this entry.

Receiving Financial Institution Information:

Routing: Search for ABA # Account Type: Checking

Account Number: Transaction Type: Debit Credit

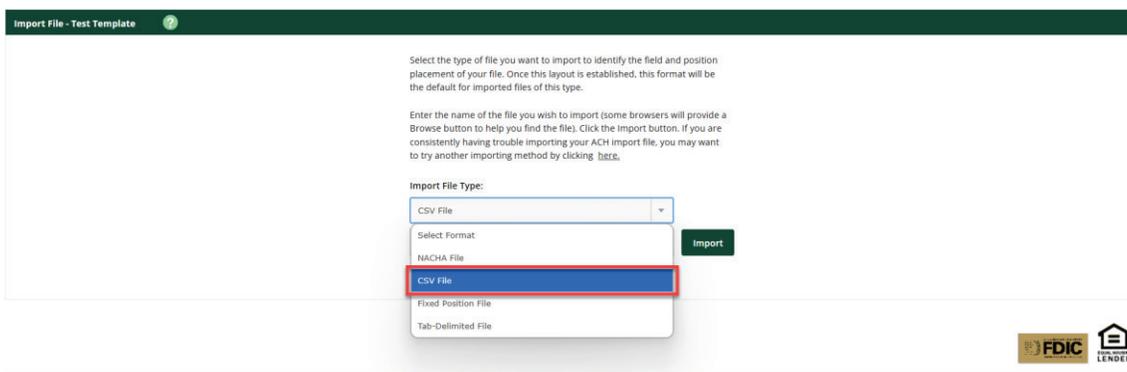
Status: Active Hold

Quick Add Add Multiple **Import Transaction** Cancel Submit

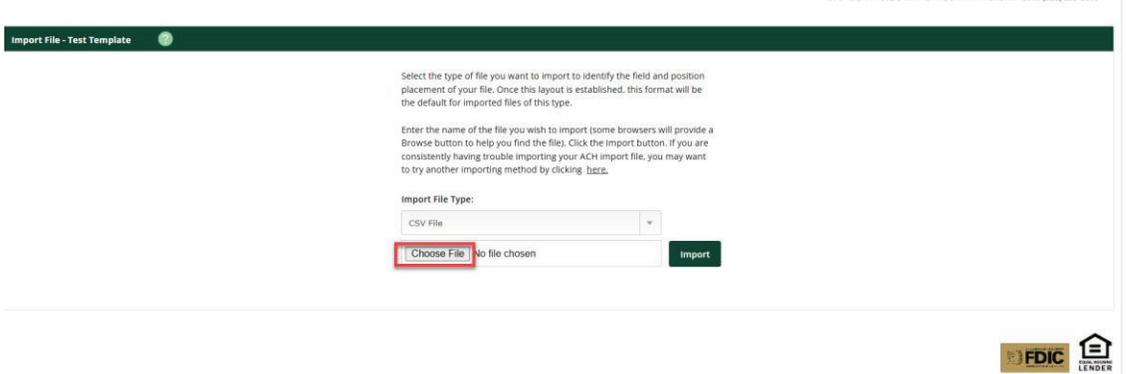


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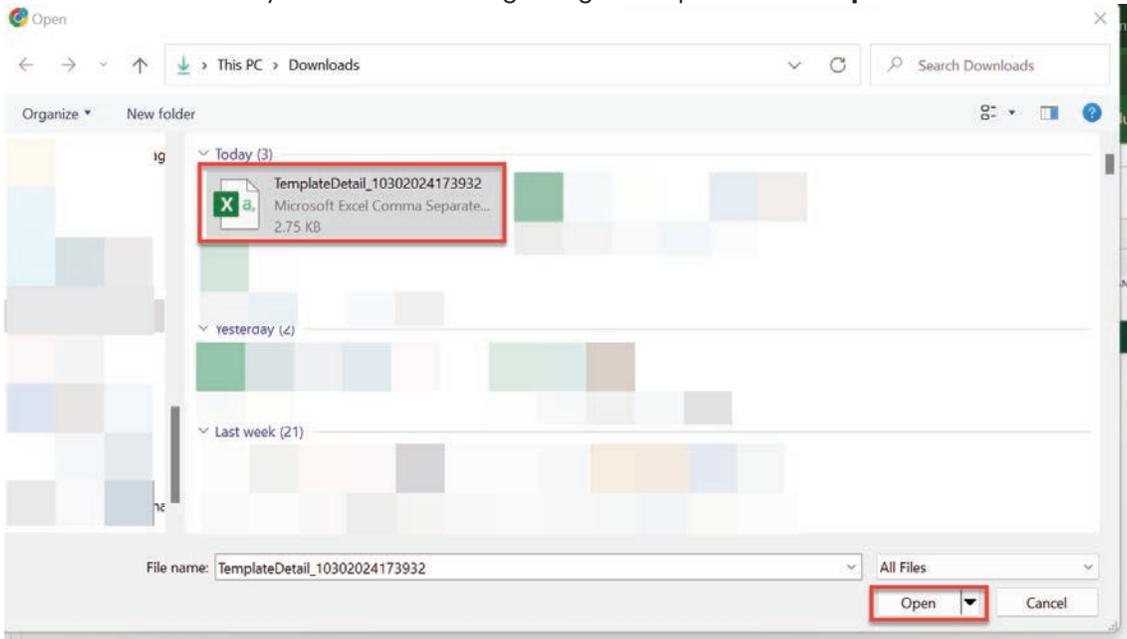
12. Click the **drop down** list and select **CSV File**.



13. Click **Choose File**.



14. Select the file you saved at the beginning of this process and **Open**.



15. Click **Import**.

Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type.

Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#).

Import File Type:

CSV File

Choose File TemplateDetail_10302024173932.csv **Import**

- a. This will bring you to the File Status tab and it will say Queued at the beginning. You can click **Refresh List** to check the status of when it is complete. It will say Uploaded when complete.



File Name	Format	Type	Related Account	Upload Date	Status
TemplateDetail_10302024173932.csv	CSV	ACH	N/A	11/19/2024 10:14:27 AM	Queued



File Name	Format	Type	Related Account	Upload Date	Status
TemplateDetail_10302024173932.csv	CSV	ACH	N/A	11/19/2024 10:14:27 AM	Uploaded

16. Click **ACH**. This will bring you to your batch listing. You will see your batch listed with the status of Uploaded.



File Name	Format	Type	Related Account	Upload Date	Status
TemplateDetail_10302024173932.csv	CSV	ACH	N/A	11/19/2024 10:14:27 AM	Uploaded

<input checked="" type="checkbox"/> Uploaded	Test Template	PPD	Mickey Mouse LTD	\$2,591.38	\$71.18	None
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Note: Held transactions will not transfer over, so you will need to hold any transactions you do not want to send out per batch.

