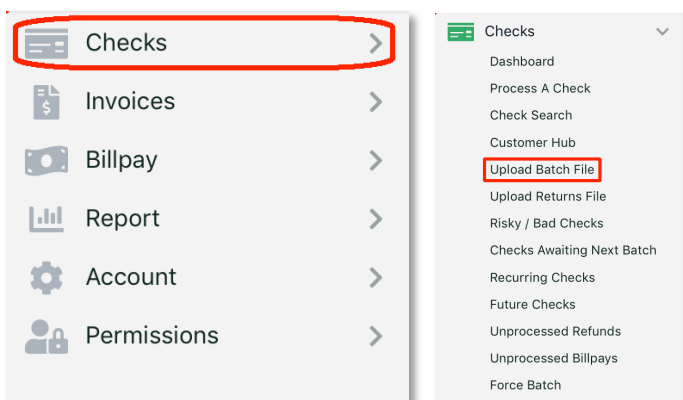


# Green.Money

**Instruction Manual – How to Upload a Batch of Checks**

**System: Alfriston 2.0**

1. To Upload a Batch of checks click on **CHECKS** on the menu bar, then click on **UPLOAD BATCH FILE**.



2. To create and upload a batch file, you will need to follow the instructions carefully. This is Computer Driven, so the slightest error can cause your checks to be rejected. If you are not good with a computer, please consult the advice of an IT professional.

Instructions

Simply format your data into one of several file formats and process hundreds of check in a matter of seconds!

File formats are either Comma Separated Values(CSV), Tab-Delimited (TXT), or Microsoft Excel (XLS,XLSX). Note: If you use Excel, make sure you define the Routing Number and Account Number columns as "Text". This will ensure that you don't lose any of the data. If you use our templates below, the columns are already defined that way!

Examples: [ExampleCheck.csv](#) [ExampleCheck.txt](#) [ExampleCheck.xls](#) [ExampleCheck.xlsx](#)

You must note whether your file includes a Header Row at the top of the file, header rows will be ignored. Incorrectly setting this will make the system try to read the header in a check causing an error, or it will skip the first check!

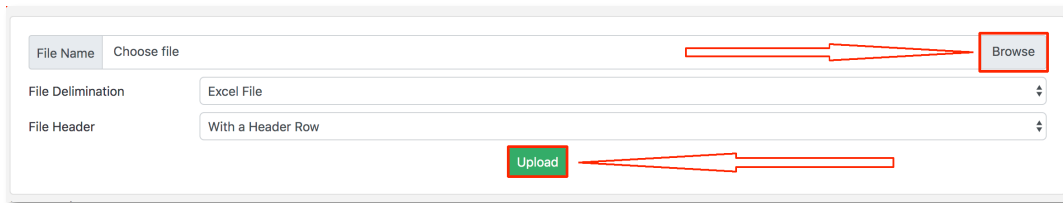
Required | Optional

Field Name	Field Description										
Payment_Date	The check date: mm/dd/yyyy (eg: 08/10/2019). Future and past dates are accepted. Future-dated checks will NOT be processed until the future date!										
Payment_Amount	The amount of the payment or recurring payment: 0.00 (no commas, no dollar signs)										
Name_on_Check	Your customer's name as it appears of their checking account.										
Address	Your customer's street address.										
City	Your customer's street city.										
State	Your customer's state (eg: TX, WY, NC)										
Zip_Code	Your customer's 5 digit zip code (9 digit is also acceptable).										
Bank	Your customer's Bank Name										
Routing_Number	Your customer's 9 digit Routing Number of their check.										
Account_Number	Your customer's Account Number of their check.										
Memo	Check Memo for the check.										
Recurring_Every	Recurring Payments: The Period - the number of "Period Types" between payments. i.e. (Every 1 month. Every 2 weeks. Every 5 days.) (see below).										
Recurring	<table border="1"> <tbody> <tr> <td>M</td> <td>Monthly</td> </tr> <tr> <td>W</td> <td>Weekly</td> </tr> <tr> <td>D</td> <td>Daily</td> </tr> <tr> <td>F</td> <td>Weekdays (M-F)</td> </tr> <tr> <td>B</td> <td>Banking Days (M-F excluding bank holidays)</td> </tr> </tbody> </table>	M	Monthly	W	Weekly	D	Daily	F	Weekdays (M-F)	B	Banking Days (M-F excluding bank holidays)
M	Monthly										
W	Weekly										
D	Daily										
F	Weekdays (M-F)										
B	Banking Days (M-F excluding bank holidays)										
End_After	Recurring Payments: The total number of payments. Use "-1" if the charge continues until stopped (see below).										
Email	Your Customer's Email Address. Transaction emails will be sent for free to your customer satisfying your obligation to notify the customer. If no email address is supplied, we will mail the notification via USPS and a service fee will be charged for this service.										
Phone_Number_For_Payor	Your Customer's Phone Number (Use format 999-999-9999).										
Country	Two-letter country code (ex: US).										
Check_Number	Optional numeric Check Number of your customer's original check.										

Examples of Recurring Payment Entries:

Recurring_Every	Recurring	End_After	What Happens...
1	D	5	Process every day for 5 payments.
2	W	20	Process every 2 weeks for 20 payments.
1	M	-1	Process every month until stopped.
2	F	6	Process every other weekday for 6 payments.
			All Blanks: is a one-time payment (not-recurring).

3. Once you have your file set up, you will need to upload it.



The screenshot shows a web form for file upload. It has three main sections: 'File Name' with a 'Choose file' button and a 'Browse' button; 'File Delimitation' with a dropdown menu set to 'Excel File'; and 'File Header' with a dropdown menu set to 'With a Header Row'. At the bottom center is a green 'Upload' button. Red arrows point from the 'Browse' button to the right and from the 'Upload' button to the left.

Select the file type, which is shown as “File Delimitation.” Then choose WITH or WITHOUT a header row. Click on the BROWSE button to grab the file off of your computer. Then click on the UPLOAD button.

4. Our system will give you a FULL REPORT of what was accepted and rejected. Our program will create an ACCEPTED and REJECTED file, to show you which checks passed and which ones failed. The REJECTED FILE will NOT show items that may reject from our Phone Verification service. This service takes additional time. Please make sure to look online later to see checks that could fail.

**\*\*\*THIS IS AN ADVANCED FEATURE THAT REQUIRES CERTAIN COMPUTER KNOWLEDGE. IF YOU CANNOT FIGURE OUT HOW TO MAKE THIS FEATURE WORK, PLEASE CONSULT A PROFESSIONAL, OR WE CAN ASSIST FOR A NOMINAL FEE (BASED ON AVAILABILITY).\*\*\***

## Want SAME DAY Deposit?

Ask your Green.Money rep about RDC and ICL technologies today or visit our website at Green.Money for more information.