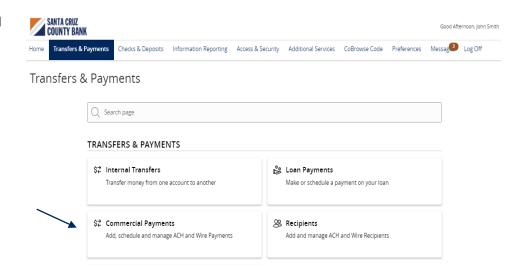
ACH File Import Guide

NOTE: Supported file types include the following:

- Single-batch NACHA formatted file containing an SEC Class Code of either PPD (Prearranged Payment and Deposit to or from a consumer account) or CCD (Cash Concentration and Disbursement to or from a business account).
- 5-Column CSV File
- 1. Select the 'Transfers & Payments' menu and then select 'Commercial Payments'.







ACH File Import Guide

2. Select 'New Payment' and then 'Payment from File'.

Payments Hub



3. Select the desired 'Payment Type' from the drop-down menu.

Payment From File

Payment Type * --Please Select A Payment Type----Please Select A Payment Type-Payroll ACH Collection ACH Batch Domestic Wire International Wire

- 4. Click in the 'Import File' box to select a file to upload. Browse your computer for the file you would like to upload.
- 5. Select 'Upload File' to upload the selected file into Online Banking for processing.
- 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, Amounts), Effective Date, SEC Code, and Subsidiary/Origination Inneeded 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 payr
 The payments can be to the same account or a different account
- △ ACH Collection File Specification (.pdf)

AchCollection-sample (2).csv







ACH File Import Guide

NOTE: If the imported file is a 5-Column CSV, a second screen will be presented as part of the process. This screen requests additional information so a complete ACH file can be generated for processing based on the information designated.

- 6. Select the required fields from the corresponding drop-down menu.
 - a. SEC Code
 - b. 'Pay From/Pay To' account
 - c. Company/Subsidiary
 - d. Effective Date
- Review the information on the screen for accuracy and then select 'Approve' to authorize the wires or 'Draft' to only draft.

