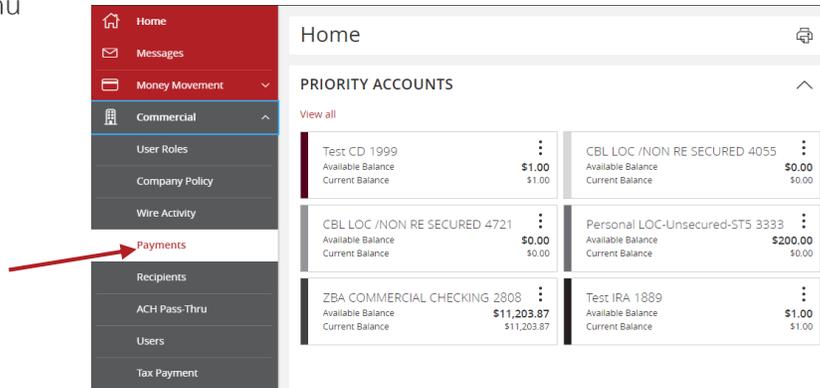


**NOTE:** Supported file types include the following:

- 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 'Commercial' menu and then select 'Payments'.



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



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

## Payment From File

**Payment Type \***

--Please Select A Payment Type--

- Payroll
- ACH Collection
- ACH Batch
- Domestic Wire
- International Wire

\* - Indicates required field

4. Click in the 'Import File' box to select a file to upload. Browse your computer for the file you'd like to upload.
5. Select 'Upload File' to upload the selected file into Online Banking for processing.

### Payment From File

**Payment Type \***

ACH Batch

[ACH Batch Sample File \(.csv\)](#)

#### ACH BATCH 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 Batch File Specification \(.pdf\)](#)

**Import File \***

--Please Select A File To Import--

\* - Indicates required field

Cancel
Save Recipients
Upload File

**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

7. Review the information on the screen for accuracy and then select 'Approve' to authorize the wires or 'Draft' to only draft.

#### Payment From File - Additional Information

SEC Code: CCD - Cash Concentration and Disbursement

Pay From/Pay To: ZBA COMMERCIAL CHECKING XXXXXX2808 \$11,203.87

Company / Subsidiary: Business Test

Effective Date: 12/31/2020

Recipients

Name	RTN	Account	Account Type	Amount	Addenda
ACH Recipient	062203984	123456789	Checking	\$10.00	
Another Recipient	062203984	987654321	Savings	\$25.00	

Total Amount: \$35.00 To 2 recipients

Back Draft Approve

