

# ACH Payment Import Guide

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## Guide to Using File Import

Your ACH system user role is/can be enabled for File Import to import comma delimited (.CSV) files. Your file must be complete with *Payee Names*, *Account Type*, *Amounts*, *ABA* (routing), *Account Numbers*, etc. Separate files are required for different payment types (e.g., one file for payroll, another for corporate/vendor payments).

**Important:** The result of importing is an **Entered** payment. It must then be **Approved** from the *Payments List View* widget in order to be processed. For more detail on payment processing, refer to the **ACH User Guide**.

### 1. Import Map Set Up

To use the File Import feature, you will first need to set up an Import Map specific to the payment type for your comma delimited (CSV) file. The map will reformat the information from your spreadsheet into the standard Nacha format required for processing.

- Import maps are added and managed in the **Import Map** widget. Begin by selecting the **Payment Management** jump page from the **ACH Menu** dropdown menu (Figure 1.1).

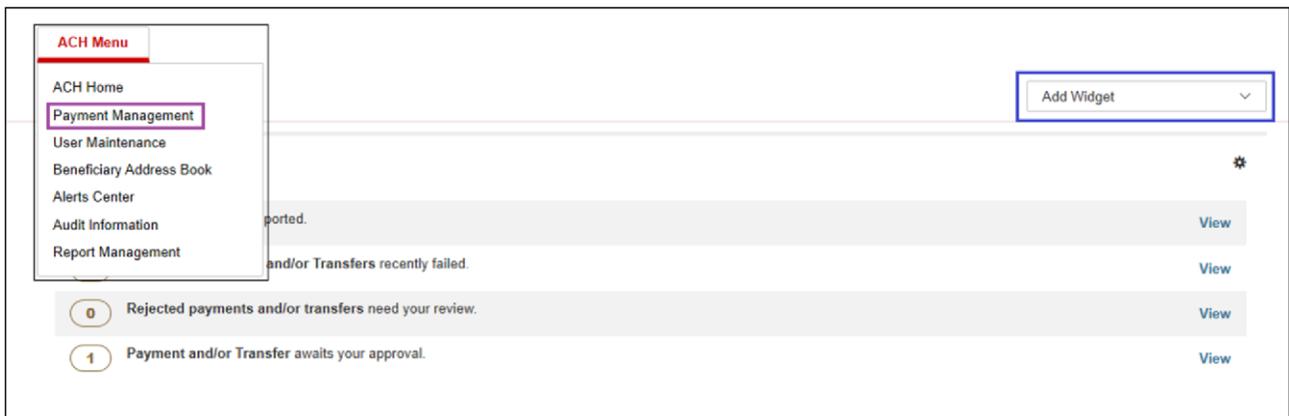


Figure 1.1: ACH Menu of Jump Pages

- The **Import Map** widget lists all the payment type specific maps that have been created and provides access to **View**, **Modify** and **Delete** actions (Figure 1.2).
- If the **Import Map** widget is not on the Payment Management page, your user role has not been enabled with import permissions.



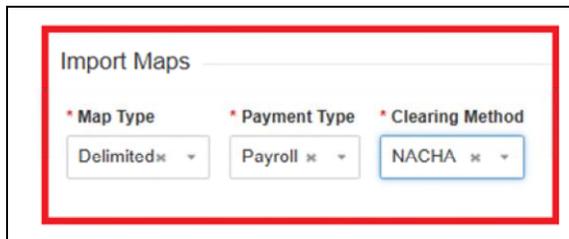
Figure 1.2: Import Map Widget

**Add Import Map**

- Click **Add Import Map** (Figure 1.2, page 2) for a blank Import Map screen. The required fields are marked with a red asterisk (\*).
- There are four sections to the Import Map screen.

Import Maps section:

- **Map Type\*** - Select *Delimited* from the pick list.
- **Payment Type\*** - Select from choices in pick list. You will need one map per payment type.
  - For example, to import payment types Payroll and Corporate/Vendor Payments, delimited maps are required. One for payment type.



two each

- **Clearing Method\*** - Click in the field and select **NACHA** - the only option.
- **Addenda Format\*** – Required field when it appears. You are not required to import addenda.



File Properties section:

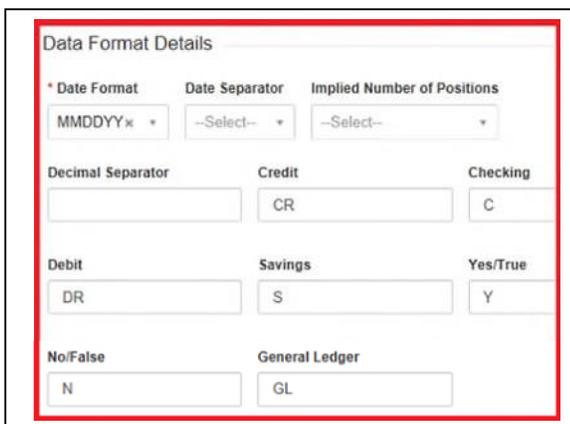
- **Format Name\***: Up to 35 alpha/numeric characters.
  - *NO spaces.*
- **Description**: Optional field.
  - Use to further distinguish between multiple maps.
  - One map per payment type is required.
- File Process \*: **Replace all**
- Match Failure \*: **Append to Batch**
- Start Import At Row \*: **2**

**Note:** Do not import header line(s). Use the first row with a beneficiary name. Your file determines the starting row for payment transactions, typically row 2.

- String Delimiter\*: **Double Quote** (is the default setting)
- Field Delimiter\*: **Comma** (is the default setting)
- Record Delimiter\*: **[CR][LF]** (is the default setting)

Data Format Details section --- **Leave all fields at default settings.**

Date Format\*: **MMDDYY**  
 Date separator: **Leave blank**  
 Implied Number of Positions: **Leave Blank**  
 Decimal Separator: **Leave Blank**  
 Credit: **CR**  
 Checking: **C**  
 Debit: **DR**  
 Savings: **S**  
 Yes/True: **Y** No/False: **N**  
 General Ledger: **GL**



**File Map** section:

- **Active** – Select the checkboxes next to each field name for information being imported.
- **Field Name** – File *must* include the following five (5) details:
  - **Account Type** (C or S for checking, savings), **Amount**, beneficiary's **ABA** (bank routing transit number), beneficiary's **Account Number**, beneficiary's **Name**.
    - **Important:** beneficiary **Names** cannot be longer than 22 characters and spaces combined.
- **Field Number** – Enter the number that corresponds to column letter of information from your spreadsheet (e.g., A = 1, B = 2, C = 3, etc.).

Active	Field Name	Field Number	Match	Default Value
<input checked="" type="checkbox"/>	Account Type	5	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Amount	6	<input type="checkbox"/>	
<input type="checkbox"/>	Comment		<input type="checkbox"/>	
<input type="checkbox"/>	Create Prenote		<input type="checkbox"/>	
<input type="checkbox"/>	Discretionary Data		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Employee ABA	3	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Employee Account No.	4	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Employee ID	2	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Employee Name	1	<input type="checkbox"/>	
<input type="checkbox"/>	Expiration Date		<input type="checkbox"/>	
<input type="checkbox"/>	Hold Transfer		<input type="checkbox"/>	
<input type="checkbox"/>	Start Date		<input type="checkbox"/>	

Active column - select the checkboxes for the information to import from your CSV spreadsheet.  
 Field Number - enter the number equivalent for the column letter of each field from your CSV spreadsheet.  
 Required minimum information to import: Account Type, Amount, ABA, Account Number, Name

Save Reset Cancel

Figure 1.3: File Map section of Import Map set up for a payroll payment type

	A	B	C	D	E	F
1	Payee Name	Payee ID	Routing Number	Account Number	Account Type	Amount
2	Melissa Jones	123456	011200022	654321	C	23.00
3						
4						

Figure 1.4: Example of CSV Spreadsheet Columns for File Map section (Figure 1.3)

- Click the **Save** command button at the bottom of the Import Map screen (Figure 1.3).
- You will receive an *Import Map Submitted* confirmation (Figure 1.5) above the Import Map widget.



Figure 1.5: Import Map Submitted

## 2. Formatting the CSV File

Once you have an Import Map for the payment type and prior to importing payment transactions, you will need to format the information in your spreadsheet.

**Important** to do prior to importing!

1. Open the spreadsheet and save it as file type .CSV.
  - Click Yes if asked “Do you want to keep the workbook in this format?”.
2. Select and highlight one column at a time to update the respective cell formats.
3. Use Format Cell option in the spreadsheet to format from the Number tab as follows:
  - Spreadsheet column **Amount** – use category **Number** with 2 decimal places and no commas [uncheck box for ‘Use 1000 Separator (,)’].
  - Spreadsheet column **Account Number** – use category **Number** with 0 decimal places.
  - Spreadsheet column **ABA** – use category **Custom**, highlight 0 and Type in 9 zeroes (000000000) (Figure 3.1).
  - Spreadsheet column **Account Type**
    - Replace all cells with the value **Checking** with capital **C**.
    - Replace all cells with the value **Savings** with capital **S**.
  - If there is a **Prenote** column
    - Replace all cells with the value **YES** with capital **Y**.
    - Replace all cells with the value **NO** with capital **N**.
4. **Important!** Save the spreadsheet and leave it open. Closing the spreadsheet will lose formatting.

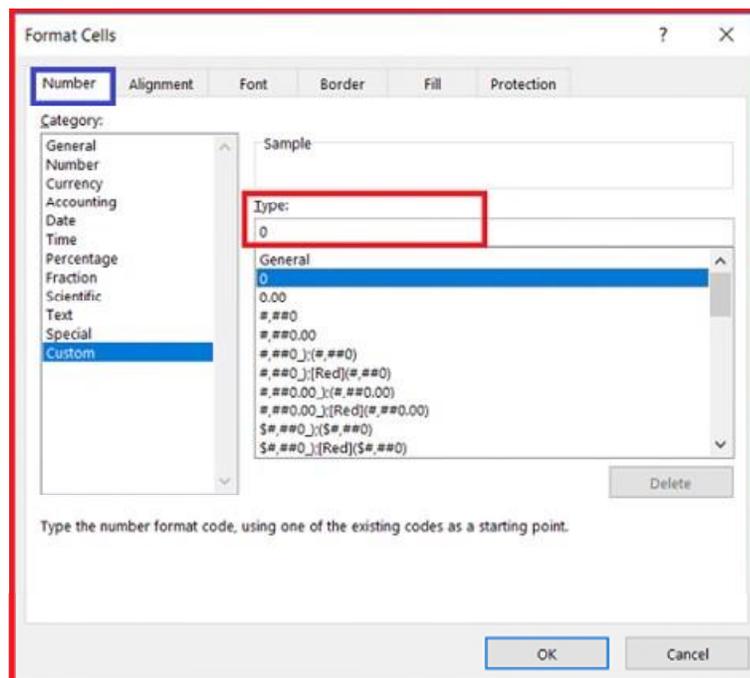


Figure 3.1: Format **ABA** number using the **Custom** category, highlight **0** and enter 9 zeroes (**000000000**) in the Type field.

### 3. Importing Payments

After you have set up an Import Map specific to the payment type and formatted for your comma delimited (.CSV) file, you will be able to import those payments. The import map will reformat the information from your spreadsheet into the standard Nacha format required for processing.

- Begin by selecting the **Payment Management** jump page from the **ACH Menu** dropdown menu (Figure 3.1).

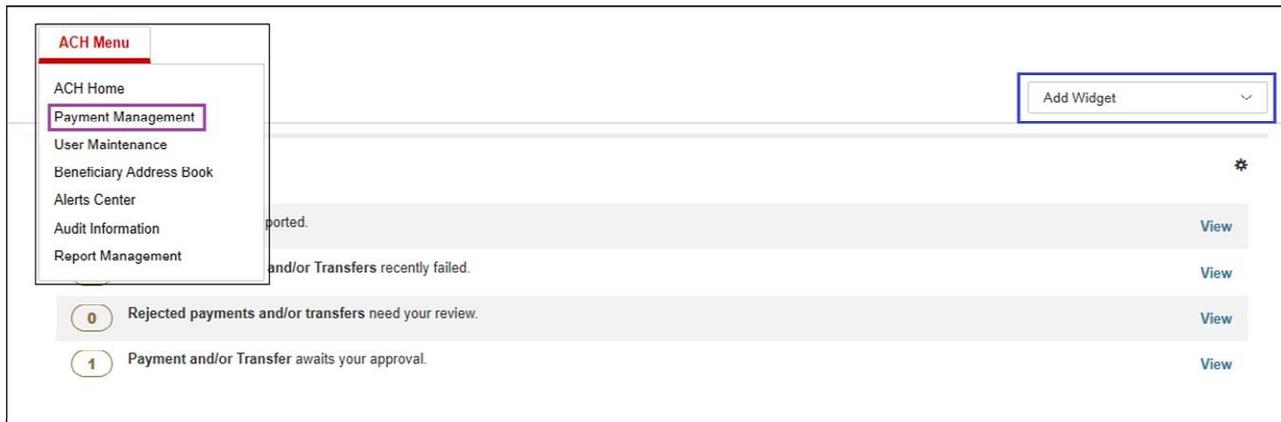


Figure 3.1: ACH Menu of Jump Pages

- From the **Template List View** (or **Payments List View**) widget, click on **File Import** (Figure 3.2).

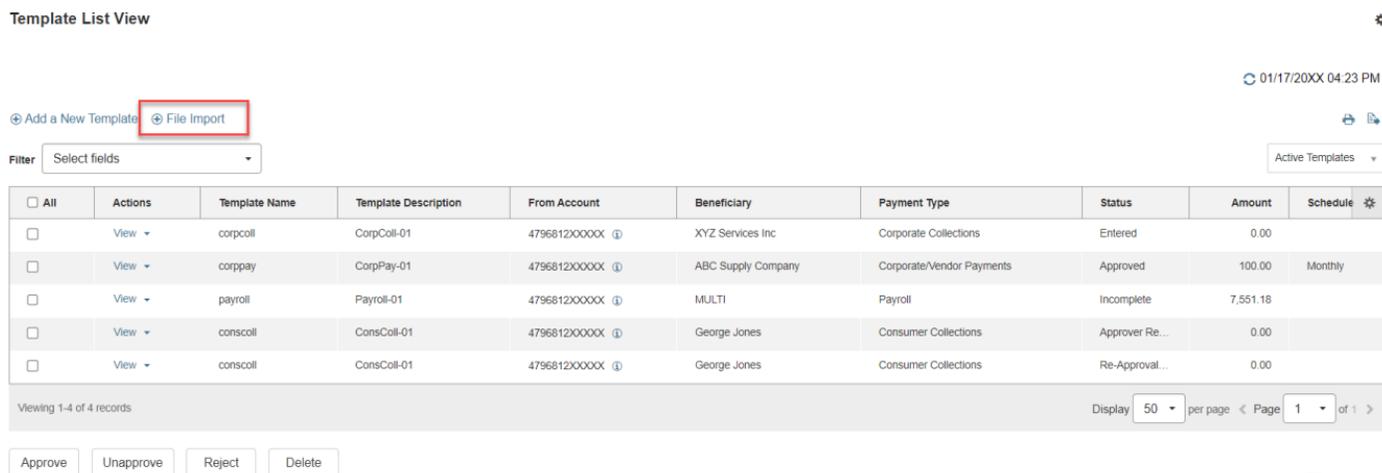


Figure 3.2: Template List View and File Import Option

- On the File Import screen, the **Format Section** lists your import map(s) by Format Name, Description and Payment Type (Figure 3.3).
- Choose the **Format Name** (map) appropriate for the payment type and transactions you will import.
- Click in the **\*Import As** field and select **Payments**.



- Click the **File Import** command button.

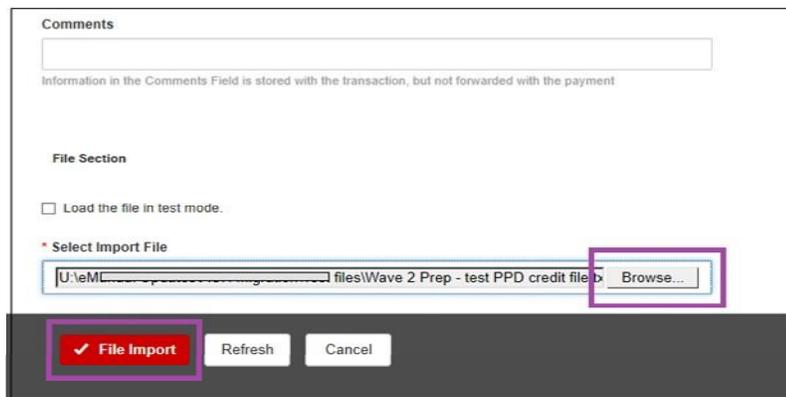


Figure 3.5 File Import screen – File Section

- You will receive a *SuccessFile queued for import* message with a *Job ID* number. The message will appear above the **Template List View** (or **Payments List View**) widget (Figure 3.6).  
**Note:** The message only indicates the file queued to import. View the **Import History** widget on the Payment Management page to confirm if transactions were *Entered*, *Needs Repair* or *Rejected* (Figure 3.7).



Figure 3.6 File Import with Job ID Message

- If transactions were successfully imported, they will appear in the **Payments List View** in an **Entered** status. Use the **refresh icon** if necessary. This still **requires that you Approve** the payment for it to be processed.
- You can use the *Job ID* number to filter the **Payments List View** or **Import History** (Figure 3.7) widgets to confirm the status and take the required additional action. *Payments are approved from the Payments List View.*

Actions	Import Date	File Name	Status	Import Type	Processed	Created	Rejected	Errors	Job ID
<a href="#">View</a>	03/26/2020 14:13:29	bettyinteralcon	Entered	ACH	1	1	0	0	37811
<a href="#">View</a>	03/26/2020 10:27:47	bettyinteralcon	Rejected	ACH	0	0	1	0	37812
<a href="#">View</a>	03/26/2020 10:23:16	internal nacha f	Needs Repair	ACH	2	0	0	1	37711

Figure 3.7 File Import History widget with Job ID Message

For more detail on payment processing, refer to the **ACH User Guide**.