## Recipient Upload from Batch

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## **Payment From File**

- 1. Select the 'Payment' option under the 'Commercial Functions' menu.
- 2. Select 'Payment from File' within the 'New Payments' drop down menu



- 3. Choose ACH Batch (where red arrow is pointing).
- 4. Click on the 'Select file to upload' box to browse for the file to be uploaded on the computer

ស៊	Accounts Summary	Payment From File
	Transfer/Deposit 🗸 🗸	Payment Type *
	Transactions -	Please Select A Payment Type
	Statements/Notices	Import File *
₿	Commercial Functions	Select a file to upload
	Users	* - Indicates required field
	User Roles	Cancel Save Recipients Upload File

- 5. Click 'Save Recipients' to automatically add the recipients from the .csv file (Red Arrow). You will see a pop up displaying the number of transactions and recipients in the file.
- 6. Click the 'X' to go back to your payment.

## **Some Items Need Your Attention**

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The uploaded file contains 6 transactions and 6 recipients



6 were created

7. Click 'Upload File' (Red Box).

ស៊	Accounts Summary	Payment From File Payment Type *
	Transfer/Deposit 🗸 🗸	
	Transactions -	ACH Batch • & ACH Batch Sample File (.csv)
	Statements/Notices	
₿	Commercial Functions	ACH Batch Upload Guidelines
	Users	<ul> <li>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</li> <li>The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account Type, &amp; Amount</li> <li>Account Type is a numeric value: Checking = 1; Savings = 2; &amp; Loan = 3</li> <li>For 5-column imports, you will be prompted to classify the payment as PPD or CCD, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date or</li> <li>You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment</li> <li>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 (PPD and CCD only are supported), 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.</li> <li>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</li> <li>The import uses the name and the order of the file to create ercipients and amounts</li> <li>You can include a recipient multiple times to create multiple payments</li> <li>The payments can be to the same account or a different account</li> <li>ACH Batch File Specification (pdf)</li> <li>Import File *</li> <li>Select a file to upload</li> <li>*- Indicates required field</li> <li>Cancel</li> </ul>
	User Roles	
	Company Policy	
	Wire Activity	
	Payments	
	Recipients	
	Subsidiaries	
	ACH Pass-Thru	
	Tax Payment	
	Merchant RDC	
	Lockbox	
	Positive Pay	
ul	Reports	
l	Services -	

- 8. If the imported ACH file is not balanced, or if it is a 5-Column CSV, the Pay From/Pay To Account, Company/Subsidiary and Effective Date will need to be designated.
- 9. Select the 'Pay From/Pay To'
- 10. Select the 'Company/Subsidiary'
- 11. Select the 'Effective Date'
- 12. Click 'Approve' (Red Box).

ស៊	Accounts Summary	Payment From File - Additional Information
	Transfer/Deposit 🗸 🗸	ACH Class Code * Individual (PPD) Company (CCD) Pay From/Pay To *Select From Account;
	Transactions 🔹	
	Statements/Notices	
⊞	Commercial Functions	
	Union	Company / Subsidiary * Effective Date *
	Users	Q2 Strategic Advisory Services • Select Date
	User Roles	
	Company Policy	* - Indicates required field
		Back Draft Approve
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