

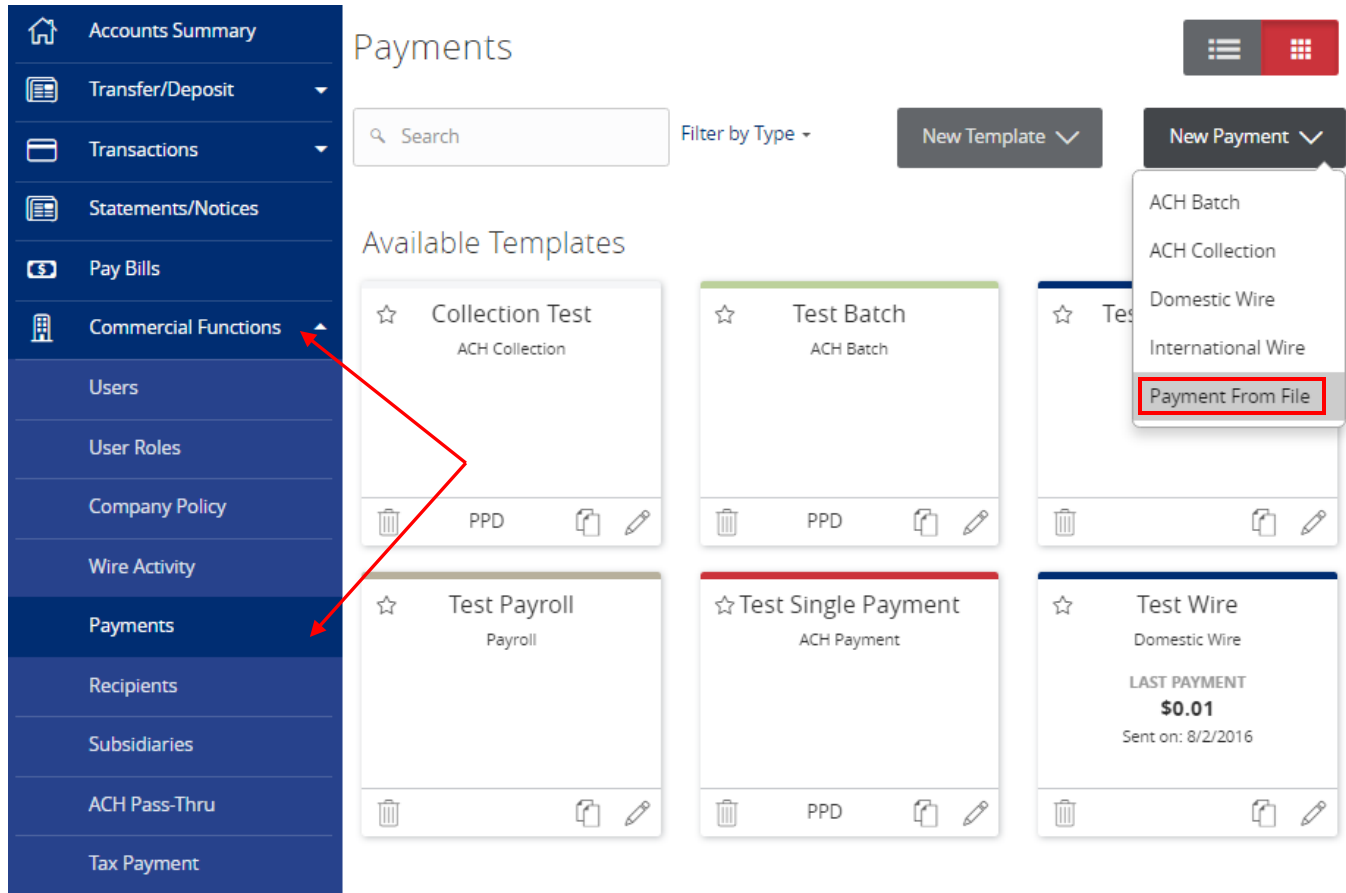
# ACH File Import

## Contents

Payment From File .....	2
Supported File Types.....	4
Send File .....	3
Supported File Types.....	6

## Payment From File

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



3. Select the corresponding 'Payment Type' from the drop down menu.

## Payment From File

Payment Type \*

▼
--Please Select A Payment Type--

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

\* - Indicates required field

Cancel

Save Recipients

Upload File

- Click on the 'Select file to upload' box to browse for the file to be uploaded on the computer.

## 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 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
- 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 (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.
  - 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 \*

Select a file to upload

\* - Indicates required field

- Click 'Upload File'.

- If the imported ACH file is not balanced, or if it is a 5-Column CSV, the ACH Class Code, Pay From/Pay To Account, Company/Subsidiary and Effective Date will need to be designated.

## Payment From File - Additional Information

ACH Class Code \*

Individual (PPD)
  Company (CCD)


Pay From/Pay To \*

----Select From Account:---

Company / Subsidiary \*

Q2 Strategic Advisory Services

Effective Date \*

Select Date 

\* - Indicates required field

### Supported File Types

- Single batch NACHA file containing either a PPD or a CCD SEC Class Code.

**NOTE:** The SEC Class Code is highlighted in the screen shot below in yellow.

```

101 114904131 1111111180811121512A094101FED          1st Test Bank
5200NV DATA CORP          911111111:PPDACH Single   160216  1111111110000001
6271211392873104060      0001200000    9111111111NV DATA CORP  1111111110000001
705Ret WE Adv                                     00010000001
62212113508710029443      0001200000    61784Test Bank         1111111110000002
705Ret WE Adv                                     00010000002
82000000040024227436000001200000000001200000911111111  1111111110000001
    
```

- 5-Column CSV file containing fields in the following order.
  - Recipient Name
  - ABA number
  - Account number (Enter the exact account number)
  - Account type (1 = Checking; 2 = Savings; 3 = Loan)
  - Dollar Amount (Only numeric values as shown in the screen shot below)

**NOTE:** Format each column as text to avoid losing leading zeroes in the ABA number.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Jennifer Childress	111111118	123456	1	125.80							
2	Don Childress	111111118	234567	2	50.00							
3	Tiger Childress	111111118	345678	1	15.25							
4	Shadow Childress	111111118	456789	2	21.75							
5	Livy Childress	111111118	567890	1	0.25							
6	Sophie Childress	111111118	678901	1	9.99							

## ACH Pass-Thru

1. Select the 'ACH Pass-Thru' option under the 'Commercial Functions' menu.

- Accounts Summary
- Transfer/Deposit
- Transactions
- Statements/Notices
- Pay Bills
- Commercial Functions**
- Users
- User Roles
- Company Policy
- Wire Activity
- Payments
- Recipients
- Subsidiaries
- ACH Pass-Thru**

### ACH PassThru

Import File

Memo

Process Date

◀ September ▶    ◀ 2016 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2. Click on the 'Select file to upload' box to browse for the file to be uploaded on the computer.
3. Select the 'Process Date' of the file. This should be at least 2 days before the effective date of the first batch for credits, and at least 1 day before the effective date of the first batch for debits.
4. Click 'Draft' or 'Approve' depending on the user's entitlements.

### Supported File Types

1. Single batch NACHA file containing an SEC Class Code other than PPD or CCD that is supported by United Community Bank.

**NOTE:** The batch contained within the NACHA file is circled in red in the screen shot below. The SEC Class Code is highlighted in yellow.

101 114904131 1111111180811121512A094101FED		1st Test Bank	
5200NV DATA CORP	9111111111	CTXACH Single	160216 1111111110000001
6271211392873104060	0001200000	9111111111NV DATA CORP	1111111110000001
705Ret WE Adv			00010000001
62212113508710029443	0001200000	61784Test Bank	1111111110000002
705Ret WE Adv			00010000002
8200000004002422743600000120000000001200000911111111			1111111110000001

- Multiple batch NACHA file containing any SEC class code supported by United Community Bank

NOTE: The screen shot below displays a multiple batch NACHA file. The first and third batches in the file are circled in red. (The first line of each batch begins with a '5'. The last line of each batch begins with an '8'.)

File	Edit	Format	View	Help
101	114904131	1111111180811121512A094101FED		st Community Bancshares
5200	NV DATA CORP	9111111111PPDACH Single	160216	1111111110000001
6271211392873104060	0001200000	9111111111NV DATA CORP		1111111110000001
705	Ret WE Adv			00010000001
62212113508710029443	0001200000	61784Premier West Bank		1111111110000002
705	Ret WE Adv			00010000002
820000000400242274360000012000000000012000009111111111				1111111110000001
5200	NV DATA CORP	9111111111PPDACH Single	160216	1111111110000002
6271211392873104060	0000030000	9111111111NV DATA CORP		1111111110000003
705	DEC EFT			00010000003
62212500002477063170	0000030000	61789BoFA		1111111110000004
705	DEC EFT			00010000004
820000000400246139300000000300000000000300009111111111				1111111110000002
5200	NV DATA CORP	9111111111PPDACH Single	160216	1111111110000003
6271211392873104060	0000005859	9111111111NV DATA CORP		1111111110000005
705	Payroll			00010000005
622121042882377051545	0000005859	61791Payroll		1111111110000006
705	Payroll			00010000006
820000000400242182160000000058590000000058599111111111				1111111110000003
5200	TEAMWORK H.R. IN	9111111111PPDACH Single	160216	1111111110000004
6271211392873107388	0000027803	9111111111TEAMWORK H.R. IN		1111111110000007
705	Inv 12330 Jeff Lahr			00010000007
6220631046680077457692	0000027803	61865Lighthouse Programs		1111111110000008
705	Inv 12330 Jeff Lahr			00010000008
820000000400184243940000000278030000000278039111111111				1111111110000004
5200	HAROLD E. NUTTER	9111111111CCDACH Single	160216	1111111110000005
6271211392872107511	0007000000	9111111111HAROLD E. NUTTER		1111111110000009
705	Payroll Transfer			00010000009
6221210428828655248782	0007000000	62020Harold E. Nutter &		1111111110000010
705	Payroll Transfer			00010000010
8200000004002421821600000700000000007000009111111111				1111111110000005