

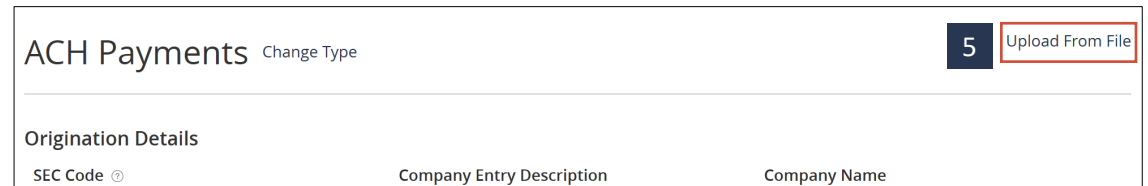
START NEW PAYMENT

1. On the left hand menu, select **Pay & Transfer**.
2. Select **ACH/Wire** to initiate an ACH Payment.
3. Select **New Payment**.
4. Choose **Payment Type** from the drop down menu.



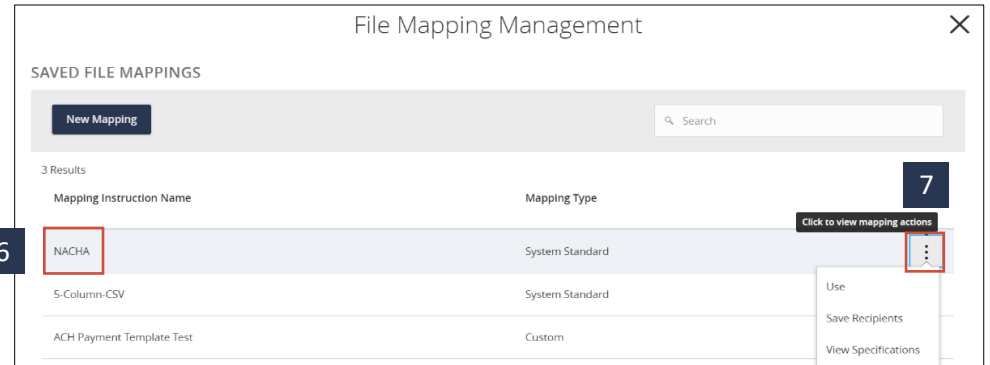
ORIGINATION

5. Click on **Upload From File** to proceed with uploading a NACHA file.



FILE MAPPING & UPLOAD

6. Click on **NACHA**.
7. Note: You can also click on the 3 dots and a pop-up window will appear with the following options:
 - **Use** – Alternative option to select NACHA File upload
 - **Save Recipients** – Ability to save a recipient
 - **View Specifications** – Ability to view the file requirements
8. Click on **Please Select a File to Import**. You will then be prompted to locate the file on your computer system. Locate and select the correct file to upload.
9. Click **Upload File**.



The screenshot shows the 'File Mapping Management' window. At the top, there is a 'New Mapping' button and a search bar. Below, a table lists 'SAVED FILE MAPPINGS' with 3 results. The first row is highlighted and has a red box around it, labeled '6'. The second row is also highlighted. The third row is not. To the right of the table, there is a 'Click to view mapping actions' button with a dropdown menu containing 'Use', 'Save Recipients', and 'View Specifications'. A red box around the dropdown menu is labeled '7'.

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard
ACH Payment Template Test	Custom

ACH BATCH UPLOAD GUIDELINES

You can import a CSV or NACHA 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 to different accounts.

FILE FORMAT OPTION: CSV (Comma Separated Values)

You can import a list of recipients to save for future use and/or create an ACH batch.

- The CSV file must contain the following 5 columns:
 - Recipient name
 - Routing transit number
 - Account number
 - Account type (Checking = 1; Savings = 2; Loan = 3)
 - Amount

Please review the CSV File Specification below for additional details.

FILE FORMAT OPTION: NACHA Format

You can import an unbalanced or balanced NACHA format file to create an ACH batch.

- Acceptable Sec Codes: PPD and CCD
- NACHA files are not processed as uploaded into the system.
- The system is extracting the following information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code, and Originator) needed to create an ACH batch.

PLEASE NOTE: To process a NACHA file as uploaded or with any other SEC code besides PPD or CCD, please use ACH Passthru.

📄 ACH Batch File Specification (.pdf)

Import File *

📄 SDA Nacha 7-30.txt

* - Indicates required field

Cancel

Save Recipients

Upload File

ADDITIONAL INFORMATION

Note: The **SEC Code**, **Pay From/Pay To**, and **Company/Subsidiary** will auto populate with the information extracted from the file uploaded. Review the information is correct. If the information displayed is incorrect, you will need to review the file uploaded is correct and reload.

10. **Company Entry Description** field will auto populate from the file upload but you have the ability to edit from this screen if needed.
11. Click the **Calendar icon** to select the effective date for the ACH.
12. Click **Draft** to submit the transaction for approval.
Note: Click **Approve** if you do not require dual approval.
13. A **Transaction Drafted** pop-up will appear on screen.
 - (13.1) Click **Close** to finish the process.
 - (13.2) Click **View in Activity Center** to go to the Activity Center, where the transaction is stored.

Payment From File - Additional Information

SEC Code: PPD - Prearranged Payment and Deposit

Company Entry Description: PYMT

Pay From/Pay To: XXXXXX

Company / Subsidiary: IT TREASURY TEST


Effective Date: 08/05/2020

Recipients

Name	RTN	Account	Account Type	Amount	Addenda
TEST			Checking	\$1.00	

Total Amount: \$1.00 To 1 recipients

Buttons: Back, Draft, Approve



Transaction Drafted

Transaction requires 1 approval(s).

Transaction ID: [REDACTED]

Total Amount: \$0.01

Buttons: Close, View in Activity Center

8/10/2020 Drafted 0 of 1 ACH Payments - Tracking ID: [REDACTED] TM Parent Sweep XXXXXX

Tracking ID: [REDACTED]	Total Amount: \$0.01	Toggle Details
Created: 08/10/2020 8:50 AM	Total Payments: 1	Approve
Created By:	Company Entry: ABC Compan	Cancel
Will process On: 08/10/2020	Description:	Inquire
Effective: 08/11/2020	From Account: TM Parent Sweep XXX	Copy
	SEC Code: PPD	Print Details
	ACH Header: Independent Bank	