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ACH Import

July 2025

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ACH Import

Purpose

This learning guide provides detailed instructions on how to import files to support the use of batch templates.

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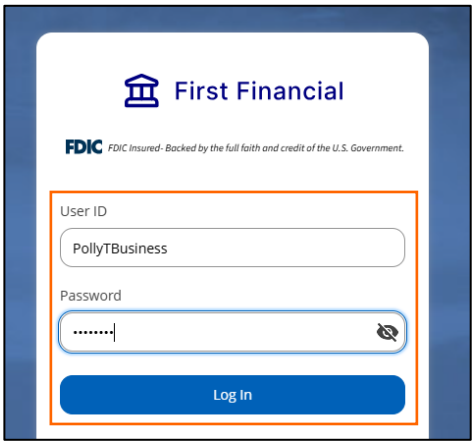
ACH Import

Importing ACH Files

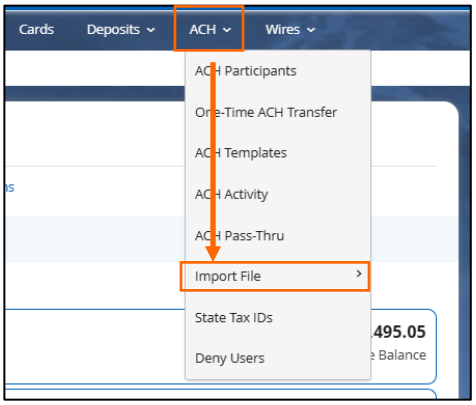
The ACH Import feature allows you to import data to support the use of batch templates. Participant Import CSV files are used to import multiple participants via an import template to reduce the manual effort needed to create them. A Participant record contains the account information for the individuals who will be added to batch templates for collection or payment ACH transactions.

Access ACH Import

1. Log in to the Business Portal: Enter your *User ID* and *Password*, then select the *Continue* button.

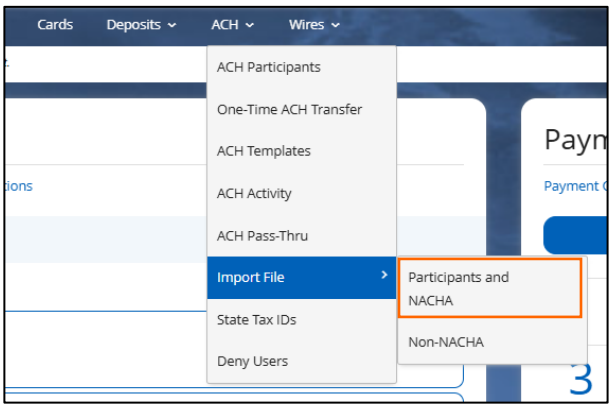


2. Select the *ACH* tab. Then Select *Import File* from the menu.

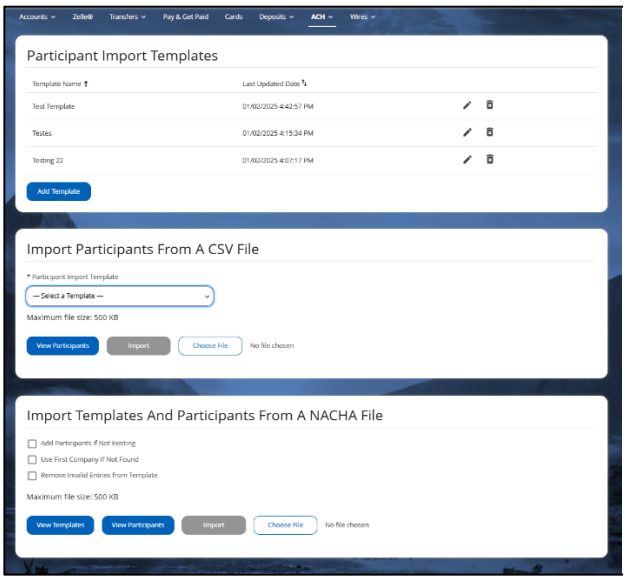


ACH Import

3. Select *Participants and NACHA* from the menu.



4. The screen displays features to manage ACH Imports including *Participants Import Templates, Import Participants From a CSV File* and *Import Templates and Participants from a NACHA File.*

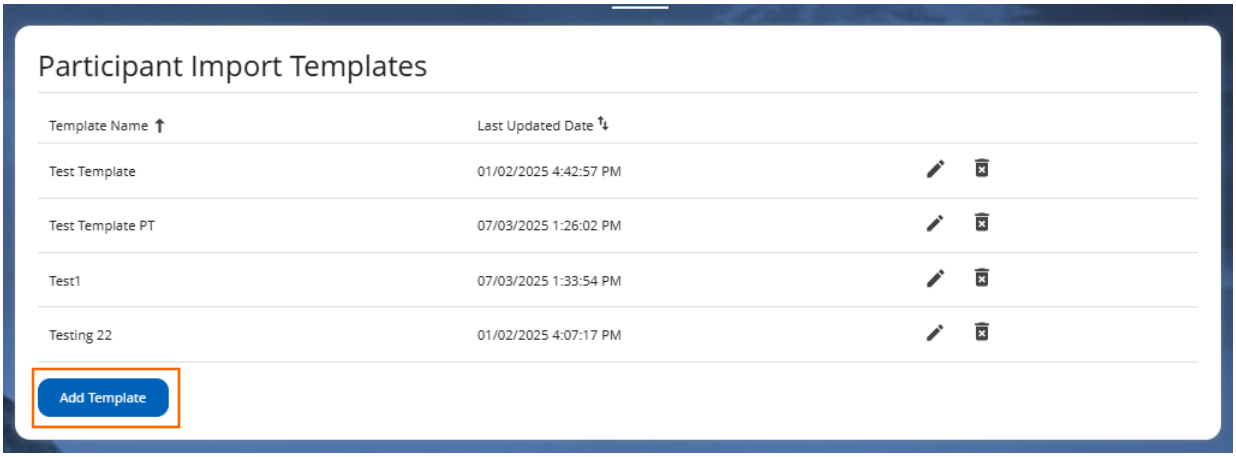


ACH Import

Create a Participant Import Template

Follow the steps below to create a Participant Import Template.

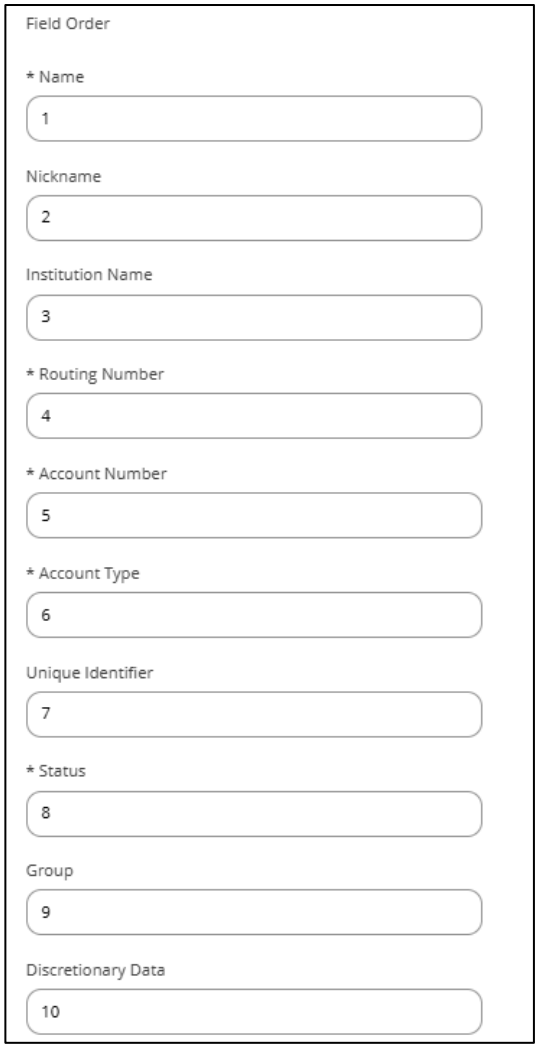
1. Select the *Add Template* button in the *Participant Import Templates* module.



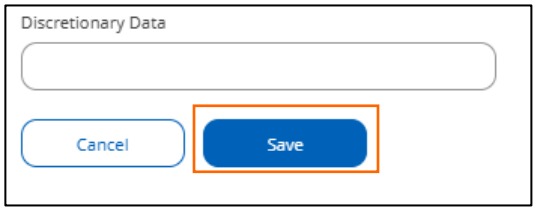
2. The *Participant Import Templates* data fields display. The *Match Criteria* section represents the fields that must be matched in the CSV import when updating existing participants.

3. Uncheck the *Update Existing Participants* checkbox if you do not want existing participants updated. When you uncheck this box, the *Match Criteria* checkboxes are no longer available.

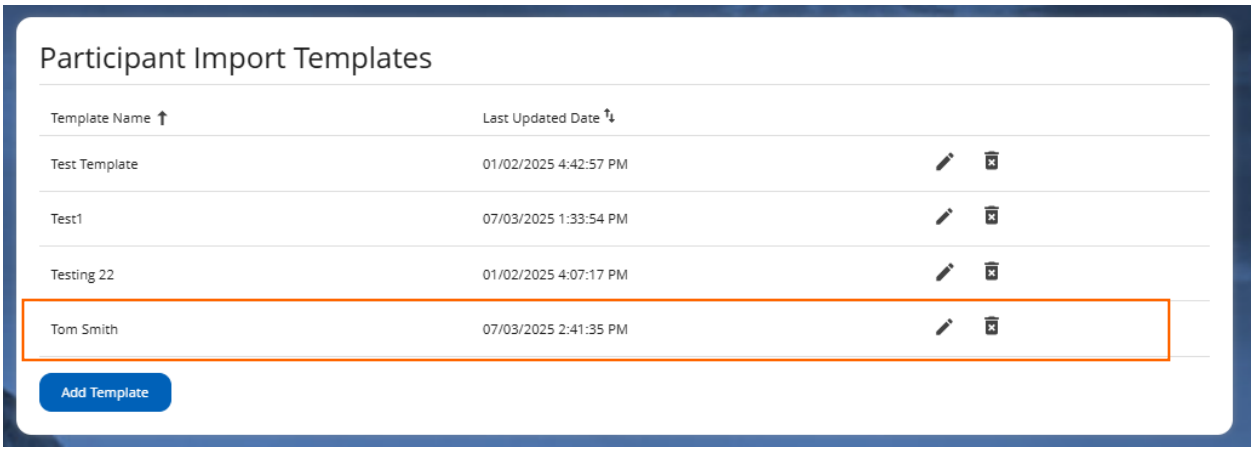
4. Number each field according to the order of the data separated by commas in the CSV file.
    1. Name
    2. Nickname
    3. Institution Name
    4. Routing Number
    5. Account Number
    6. Account Type
    7. Unique Identifier
    8. Status
    9. Group
    10. Discretionary Data



5. Select the *Save* button when complete.

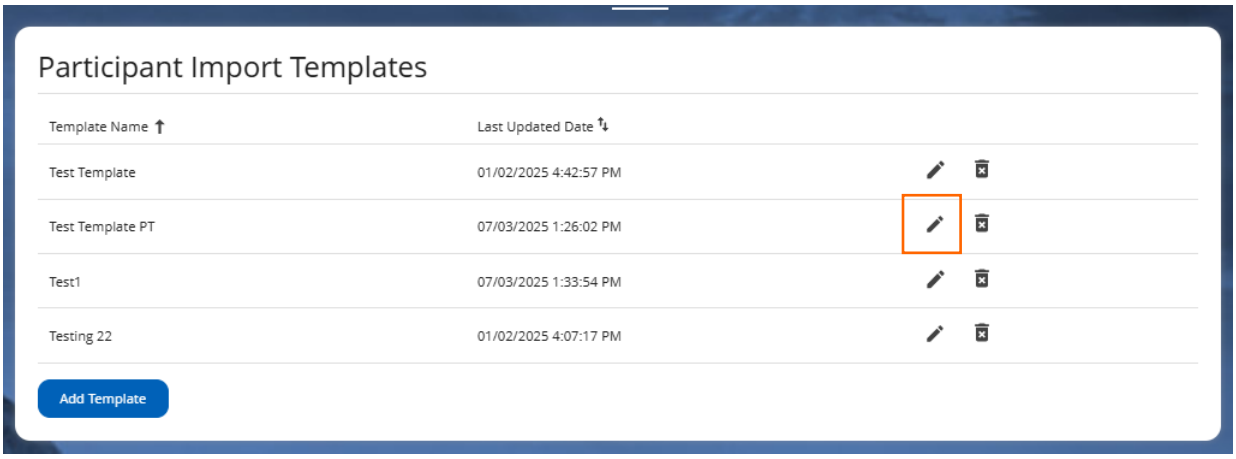


6. The *Participant Import Templates* section will display the created template.

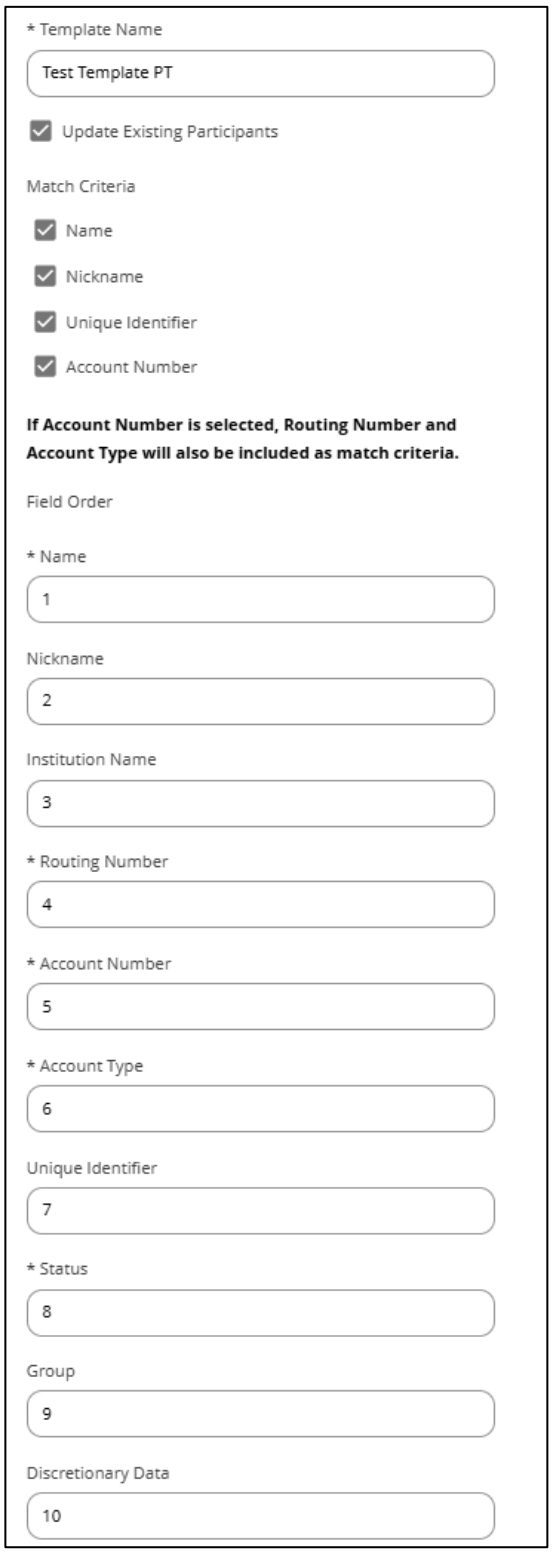


Editing Participant Import Templates

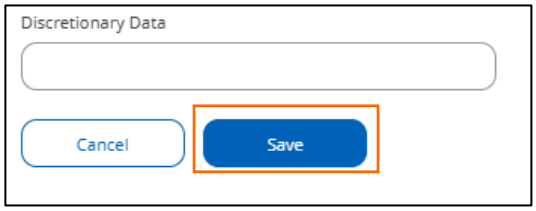
1. Select the *Pencil* icon beside the template to edit a template



2. Update the information in the appropriate data entry field.

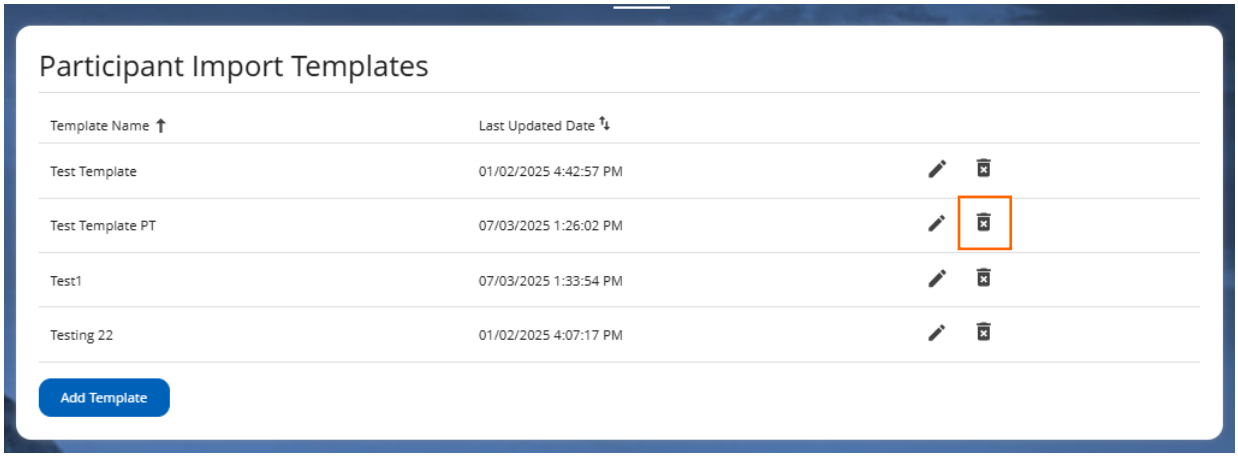


3. Select the *Save* button when complete.

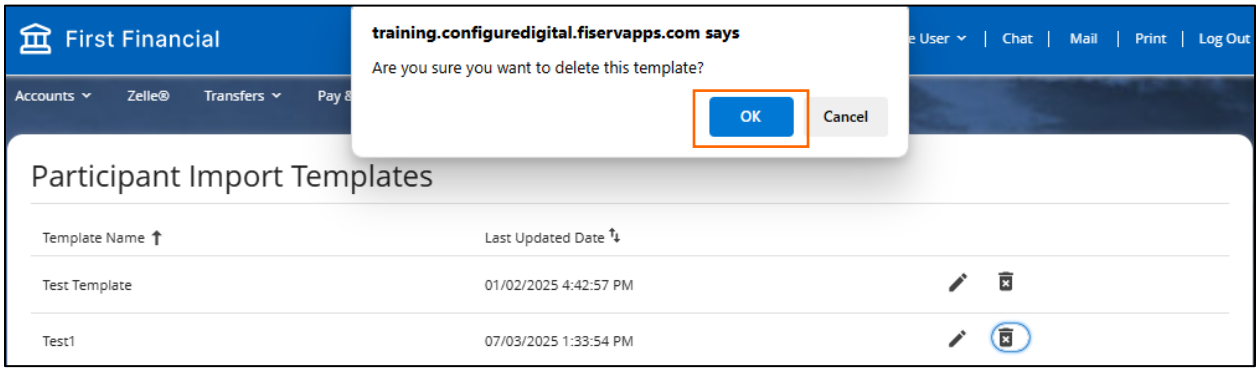


Deleting Participant Import Templates

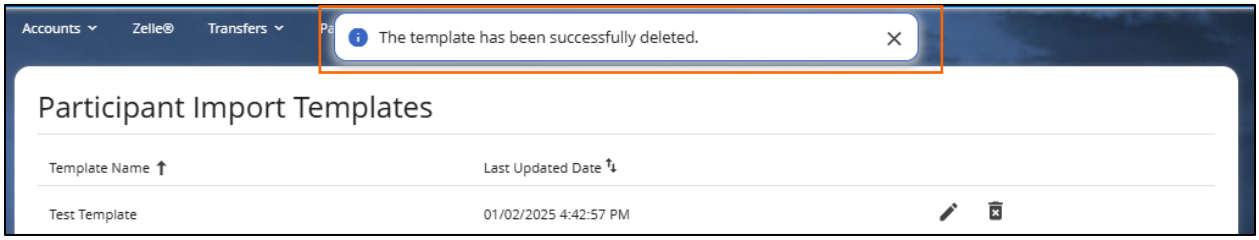
1. Select the *Trashcan* icon to delete a Participant Import Template.



2. Select OK to confirm the deletion of the template.



3. A message confirms the successful deletion of the template.

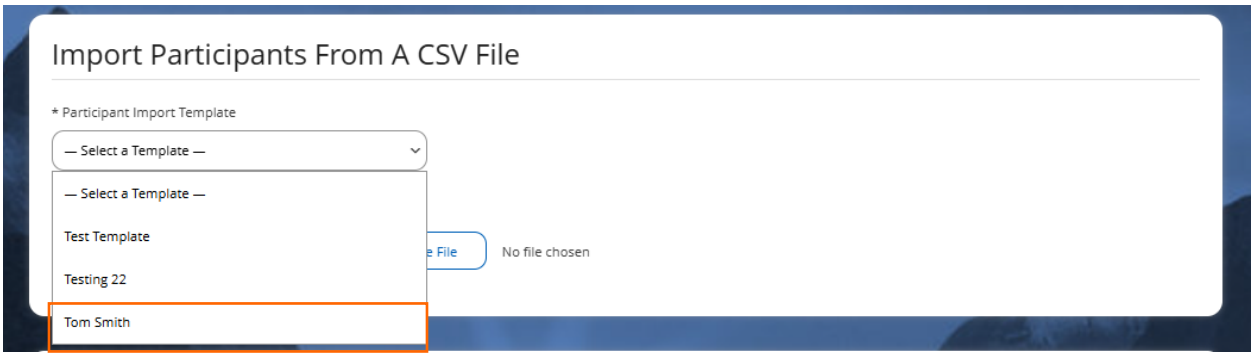


Import Participants from a CSV File

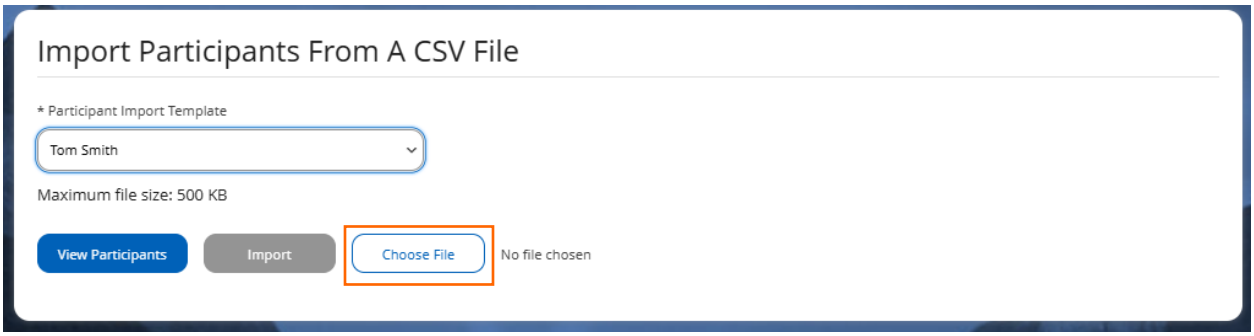
Follow the steps below to import participants from a CSV file:

Import Participants

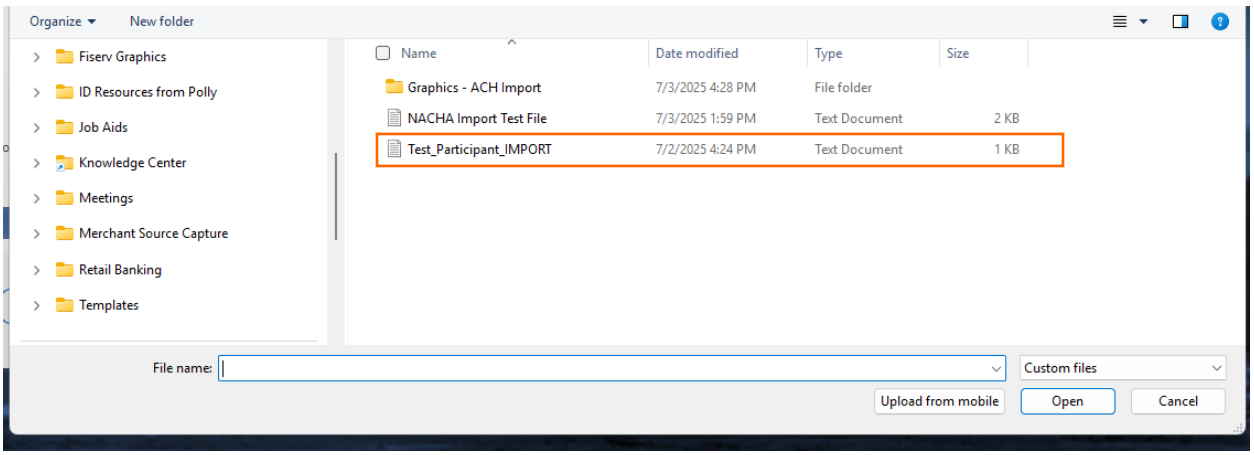
1. Select the template to import from the *Participant Import Template* dropdown menu.



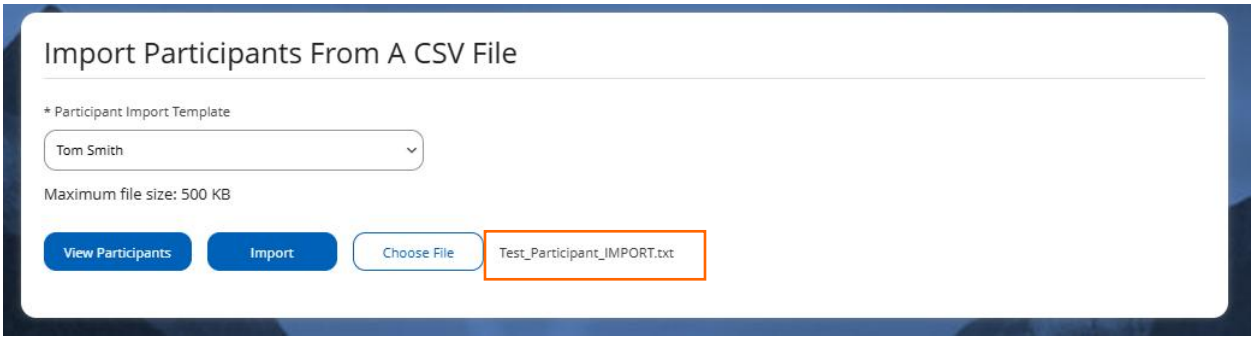
2. Select the *Choose File* button.



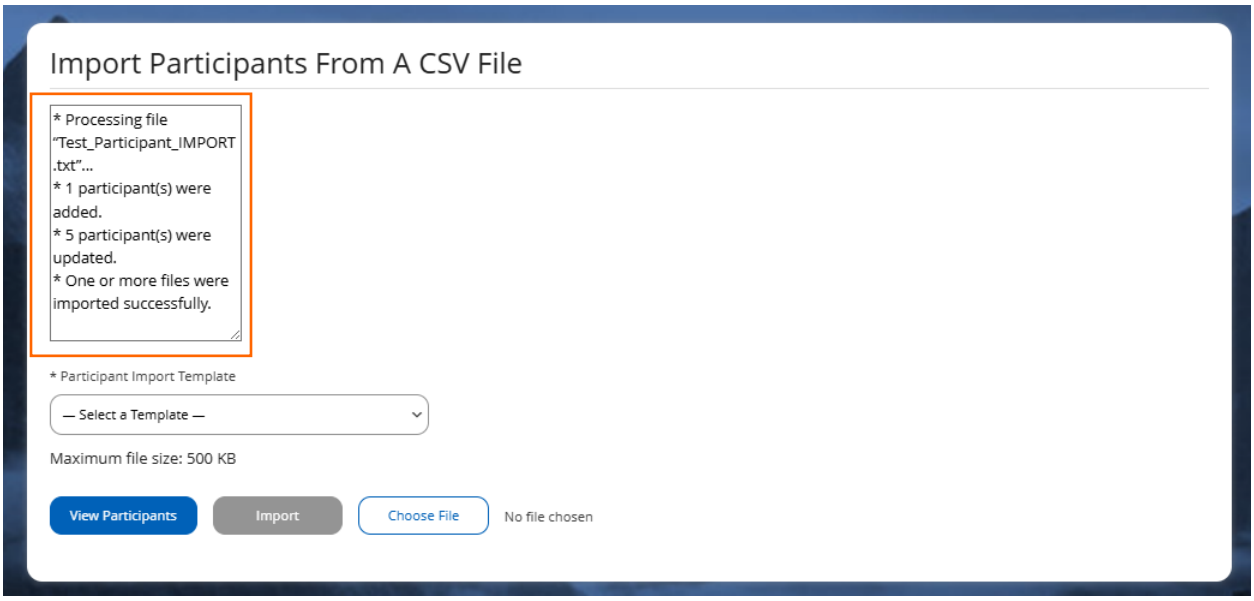
3. Find the file on your device and select it. Then select *Open*.



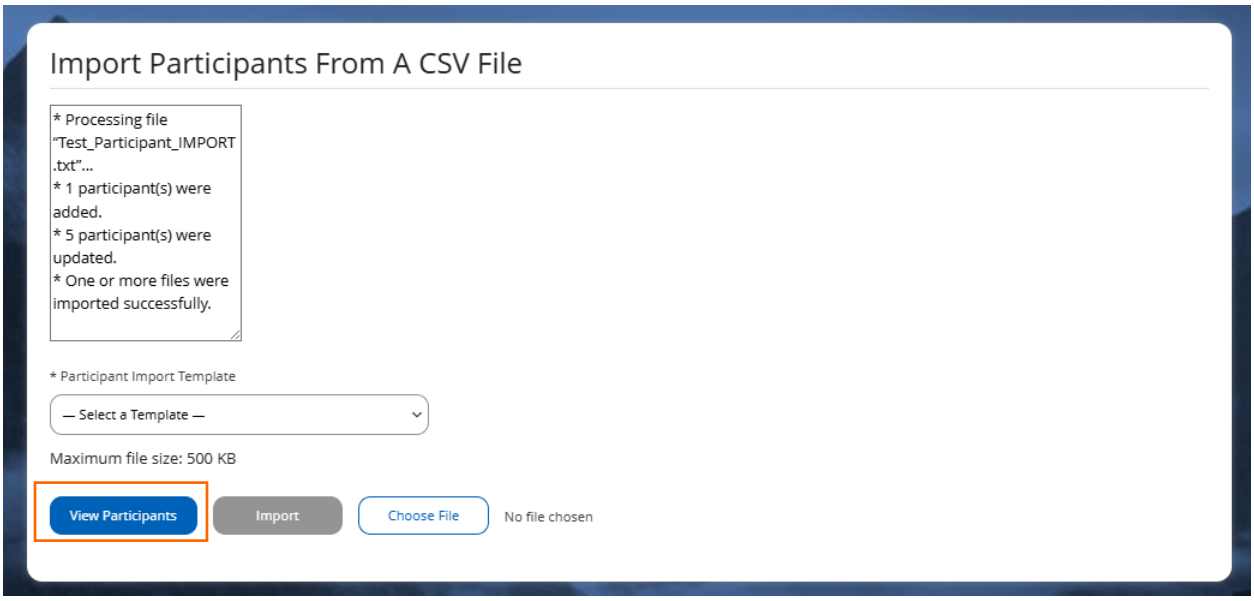
4. The file name will be displayed beside the *Choose File* button. Select the *Import* button.



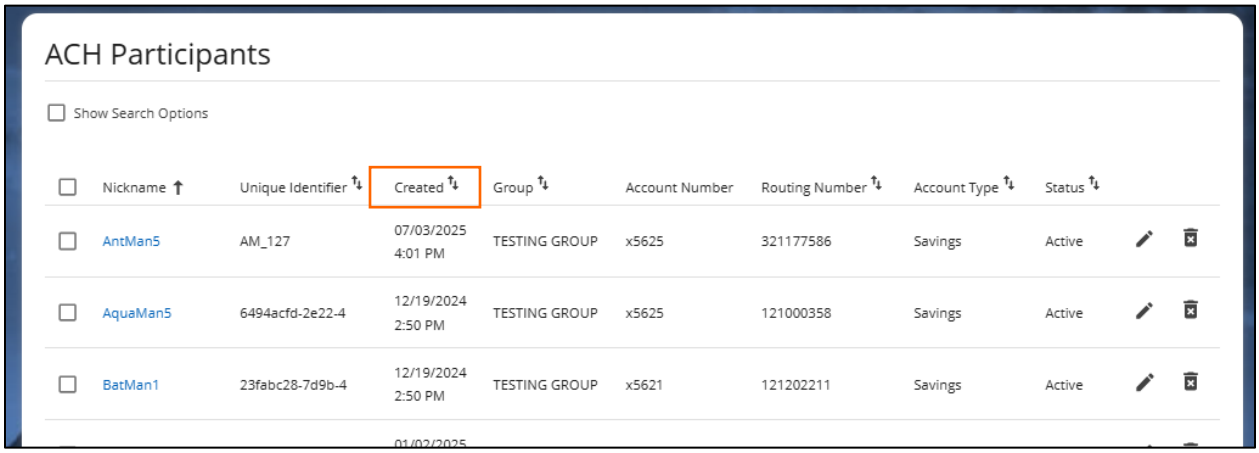
5. A confirmation message will be displayed in a dialog box and includes the number of participants imported. If there are errors with the uploaded file, an error message displays. .



6. Select the *View Participants* button to see participants updated on the *ACH Participants* view.



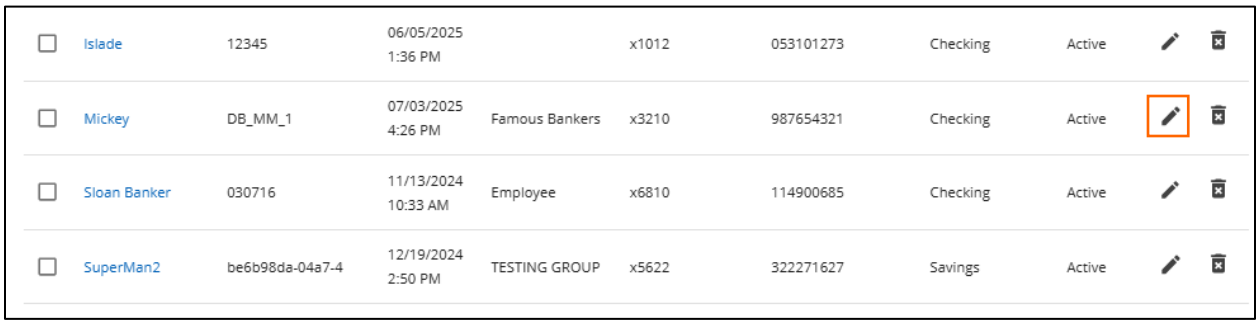
7. Review the participants list to confirm the addition of new participants. Select the *Created* column heading to filter the participants by the most recently added participants.



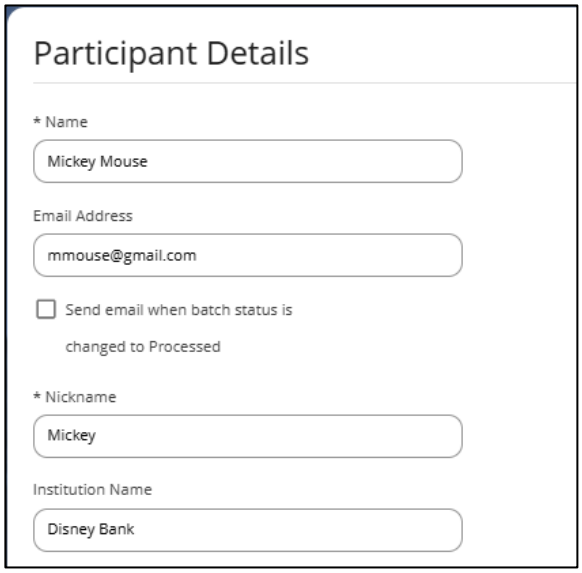
Edit ACH Participants

Follow the steps below to edit an ACH participant:

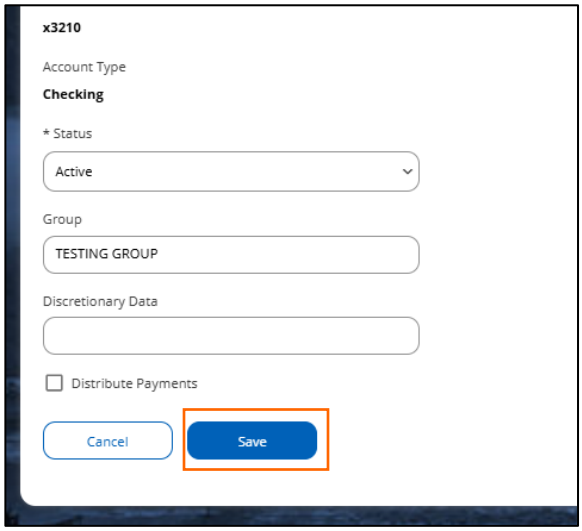
1. Select the *Pencil* icon beside the participant to edit.



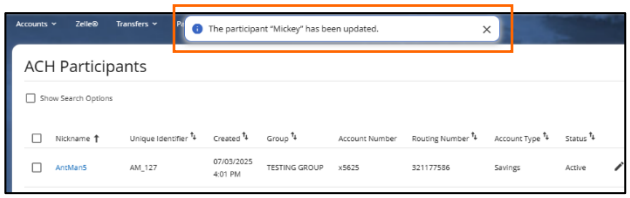
2. Edit the information to update in the appropriate field on the *Participants Details* screen.



3. Select the *Save* button.



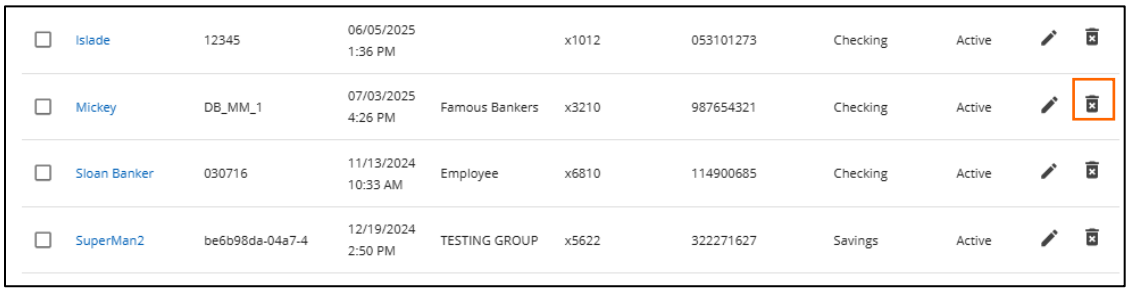
4. A confirmation message displays.



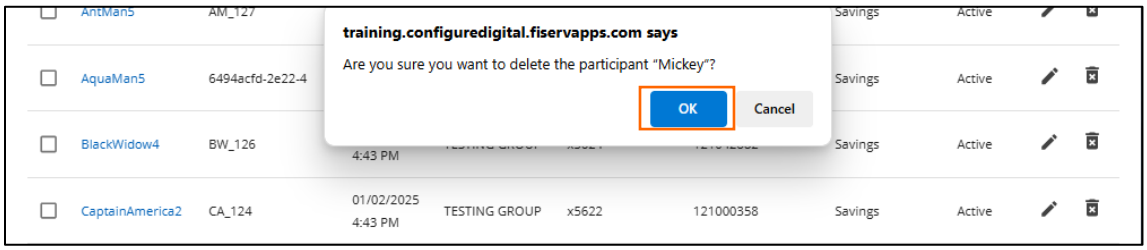
Delete ACH Participants

Follow the steps below to delete an ACH participant:

1. Select the *Trashcan* icon to delete a participant.



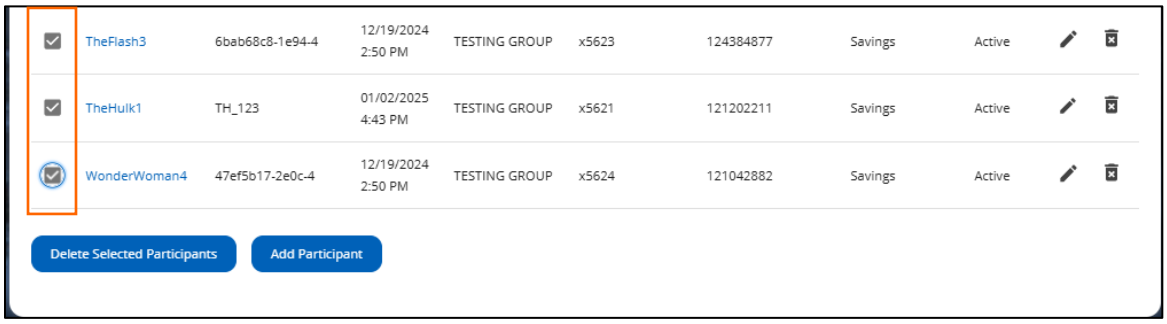
2. A confirmation message displays. Select *OK* to confirm the deletion of this participant.



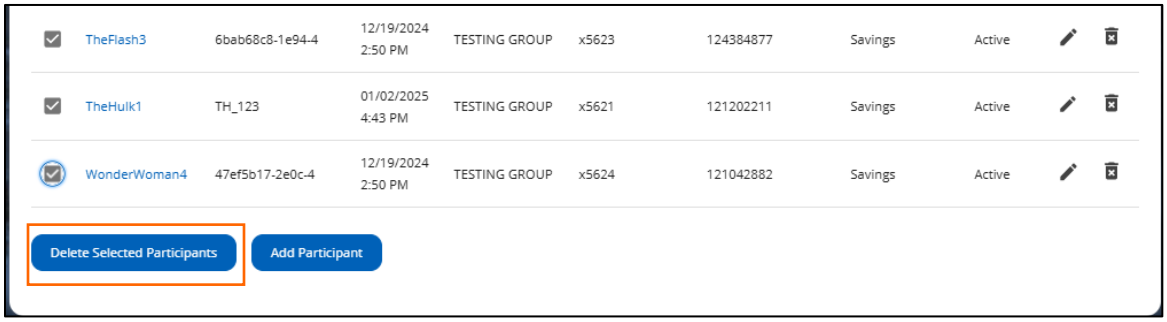
Delete Multiple ACH Participants

Follow the steps below to delete multiple ACH participants at once:

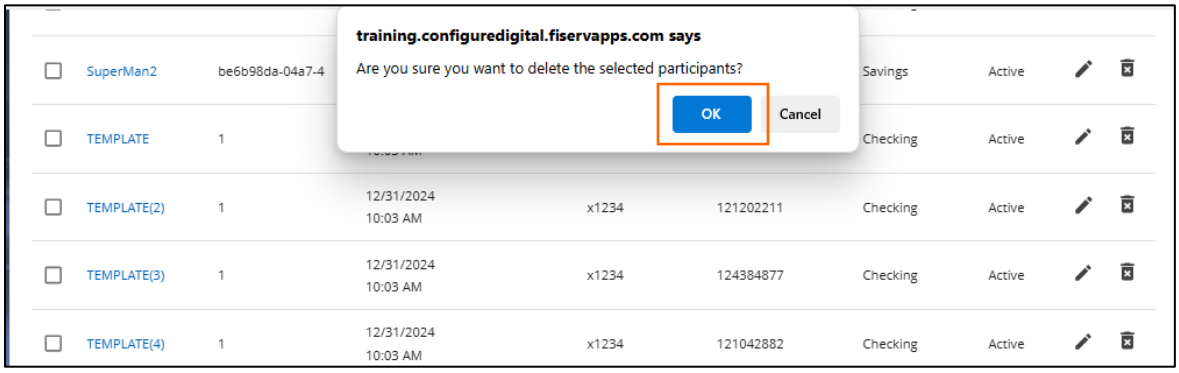
1. Select the Checkbox next to each participant to delete. Select one or more participants.



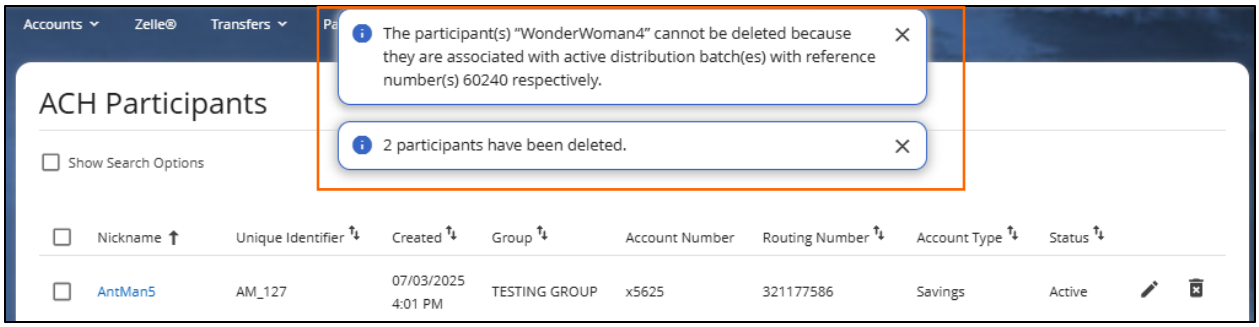
2. Select the *Delete Selected Participants* button



3. A message displays asking to confirm the deletion of the selected participants. Select *OK* to confirm.



4. A message displays denying the request to delete a participant that is associated with active distribution batches. It confirms the deletion of the other 2 participants.



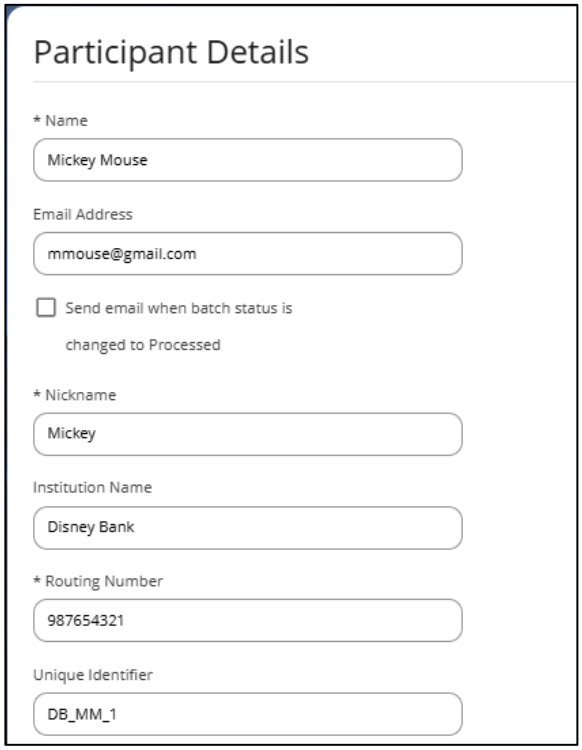
Add Participants

Follow the steps below to add ACH participants:

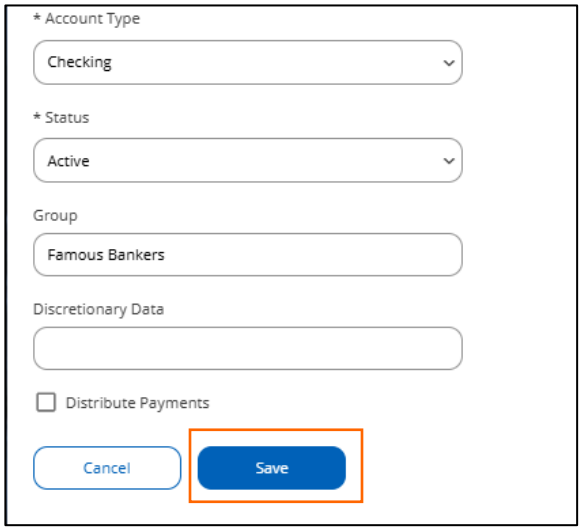
ACH Import

1. Select the *Add Participants* button to add a participant manually.

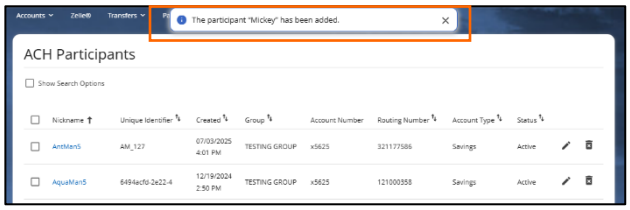
2. Enter all required participant data in the fields provided



3. Select the *Save* button.



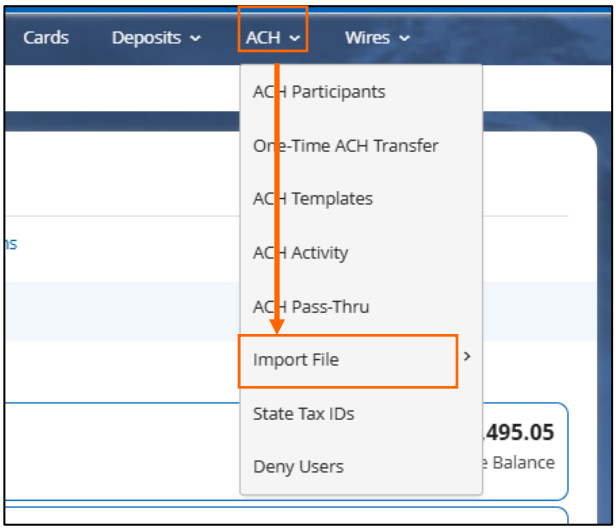
4. A confirmation message displays.



Import Templates and Participants from a NACHA File

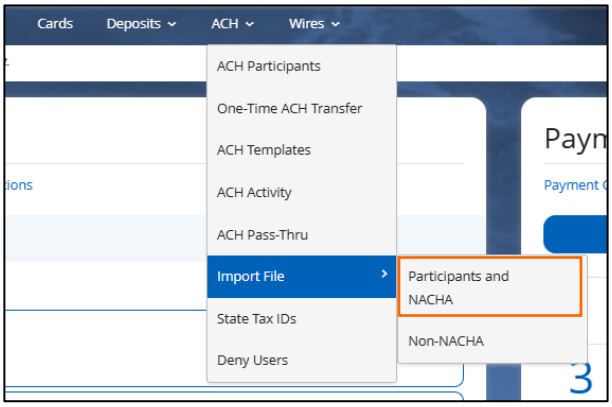
Follow the steps below to import templates and participants from a NACHA File.

1. Select the *ACH* tab. Then Select *Import File* from the menu.

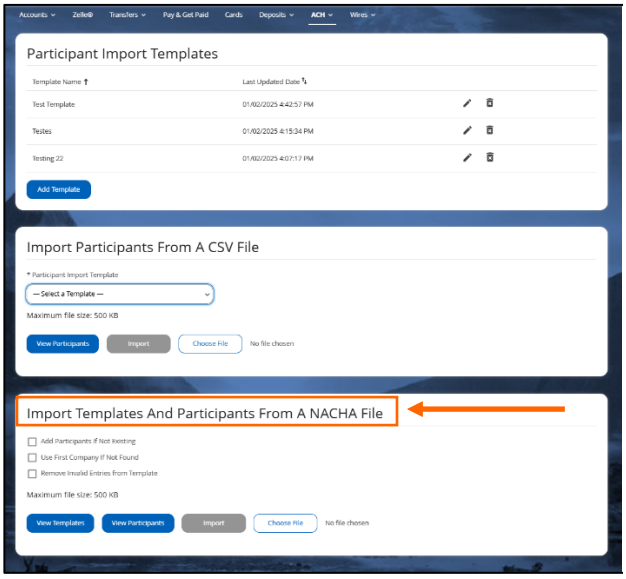


ACH Import

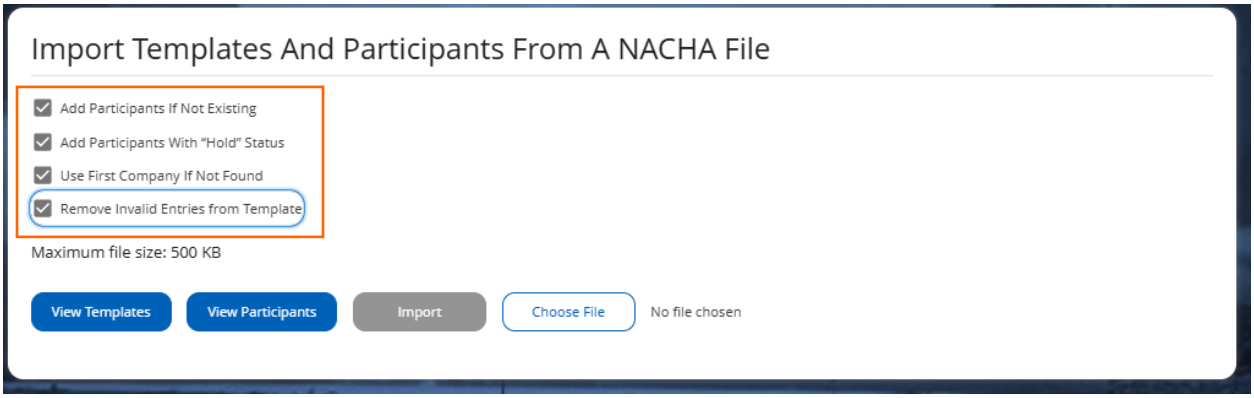
3. Select *Participants and NACHA* from the menu.



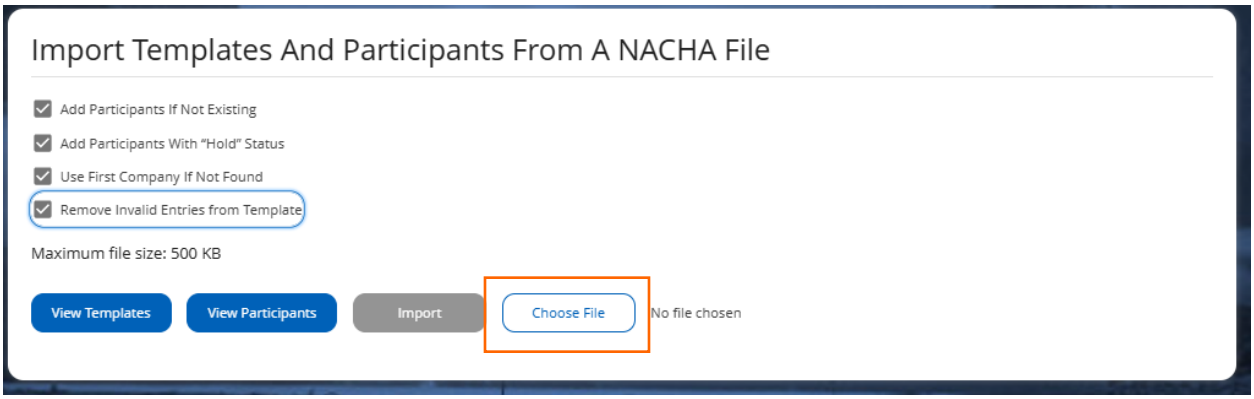
4. Find the *Import Templates and Participants from a NACHA File.*section at the bottom of the screen.



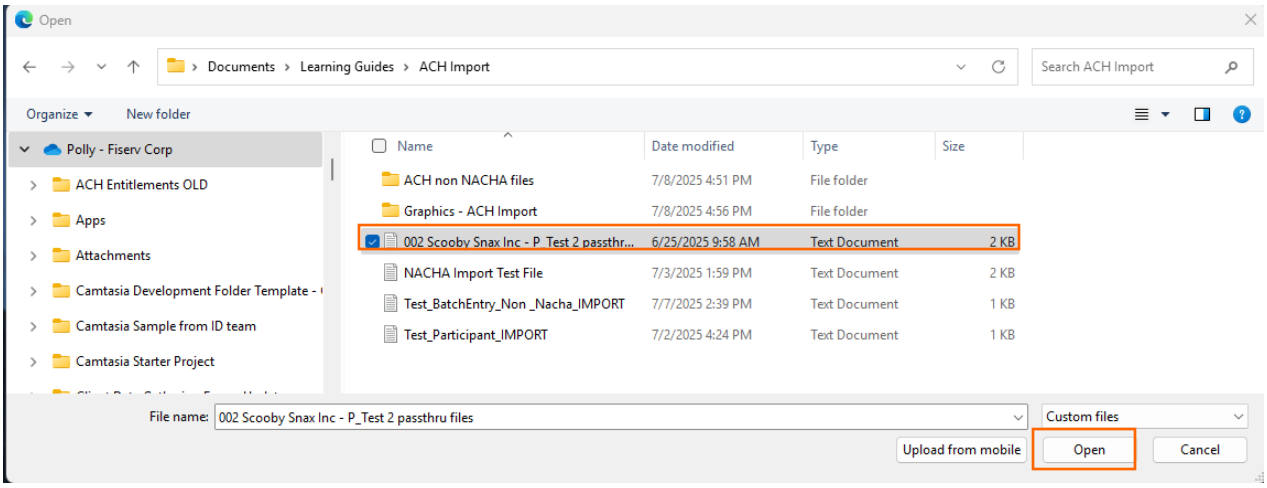
5. Select or unselect the checkboxes as needed:
    a. Select the *Add Participants if Not Existing* checkbox to add participants that are not included on the file being imported. When this box is checked, the *Add Participants with Hold Status* checkbox shows below it.
    b. Select the *Add Participants with Hold Status* checkbox if you want to include participants in a hold status, if applicable
    c. Select the *Use First Company If Not Found* checkbox to pick up the first company found on an account.
    d. Select *Remove Invalid Entries from Template* to delete invalid entries from the import.



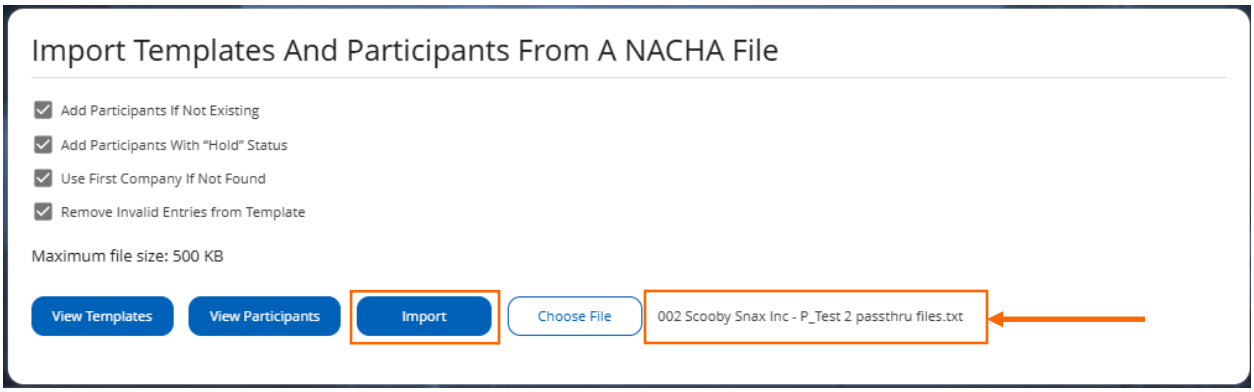
6. Select the *Choose File* button.



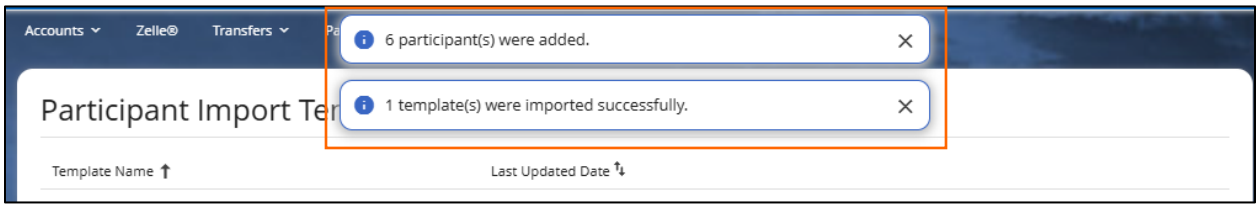
7. Upload the NACHA file from your device.



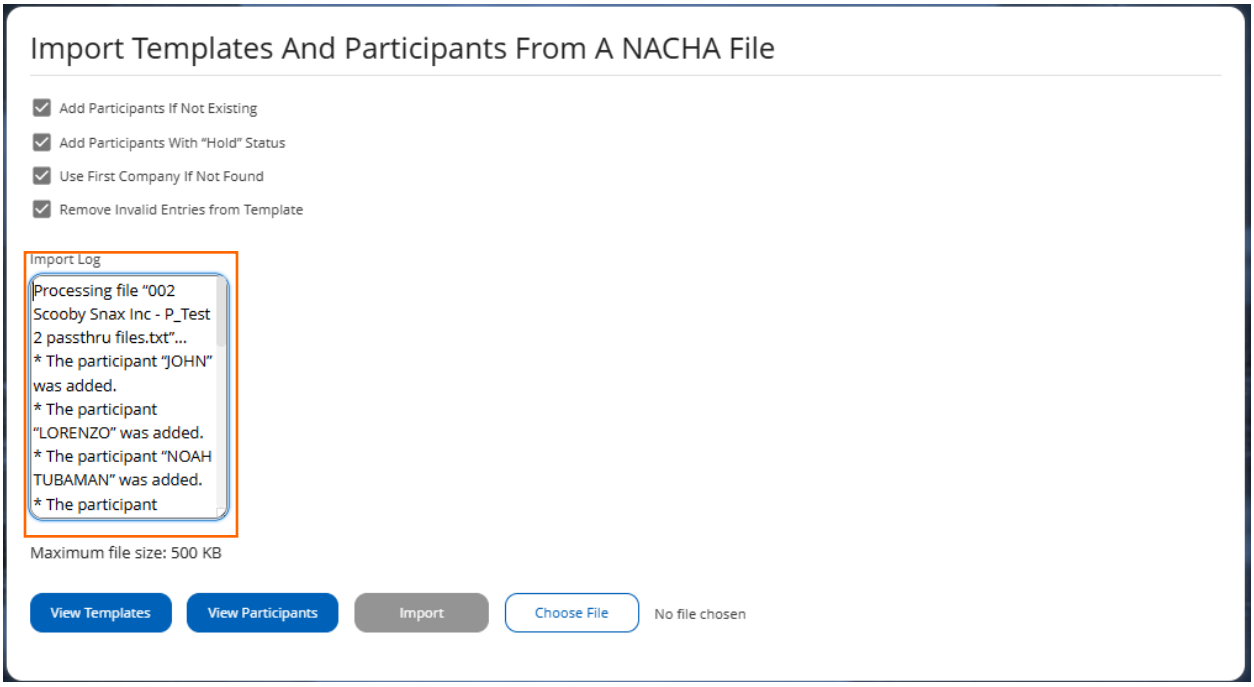
8. The file name will display beside the *Choose File* button. Select the *Import* button.



9. A success message displays at the top of the screen, confirming the number of participants added and templates imported.



10. The dialog box displays information about the imported file in the *Import Templates and Participants From a NACHA File* section. Scroll down in the dialog box to see all the details, including the batch number, number of participants, and number of templates imported.



11. Review any errors reported here. Resolve any applicable errors, then repeat steps 5-9.

12. Select *View Templates* to see all the ACH Templates.

13. Select *View Participants* to see all the ACH Participants.

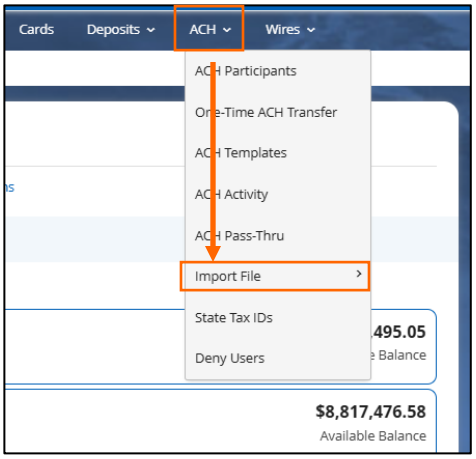
ACH Import

Import a non-NACHA File

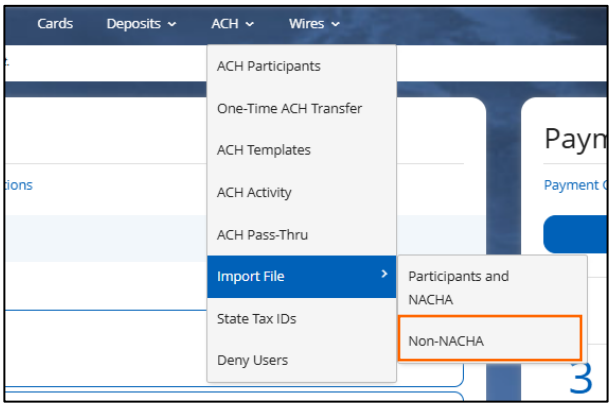
Follow the steps below to import a non-NACHA File.

Accessing ACH Import Non-NACHA

1. Select the *ACH* tab. Then Select *Import File* from the menu.

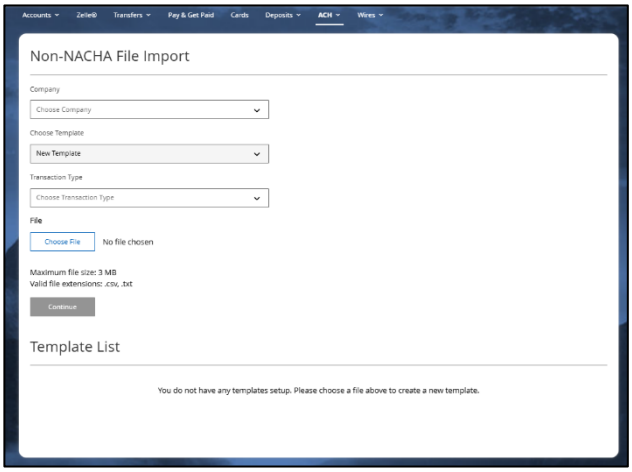


3. Select *Non NACHA* from the menu.



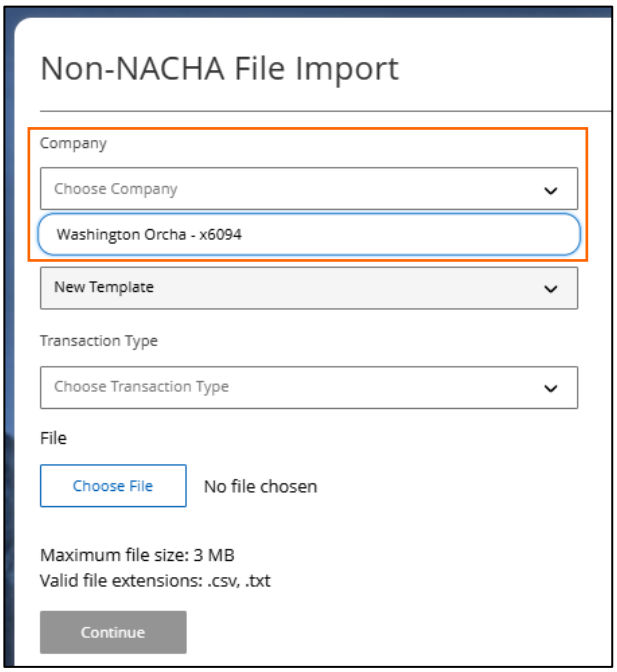
ACH Import

4. The *Non-NACHA File Import* screen displays..

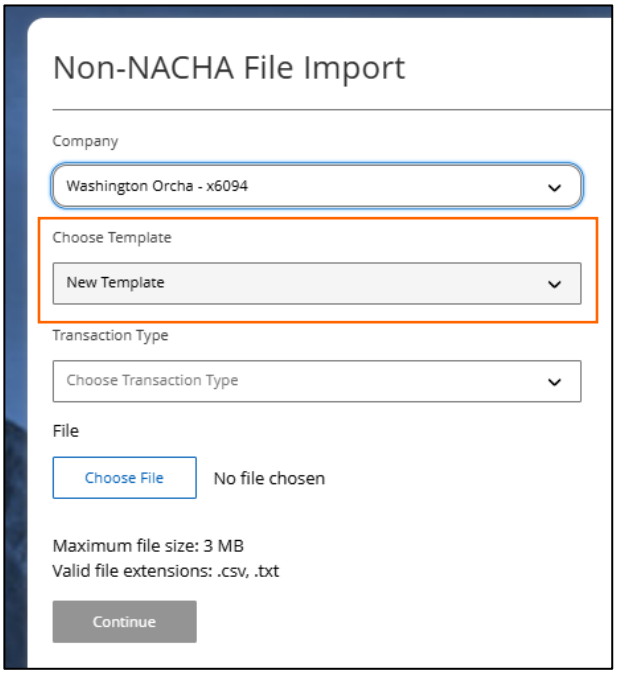


Importing Non-NACHA Files

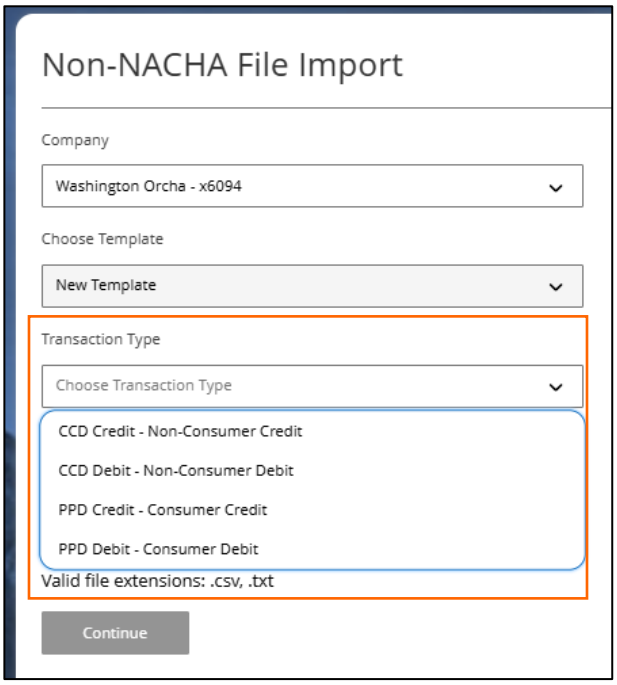
1.. Select the company from the *Company* dropdown list.



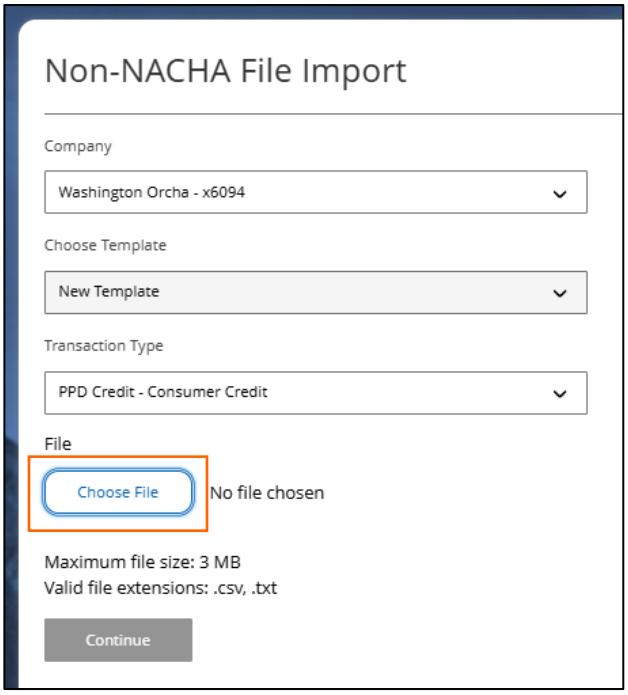
2. Select a template from the *Choose Template* dropdown. **NOTE:** New Template is the default.



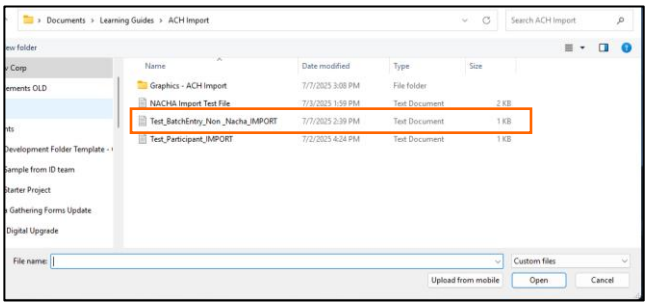
3. Select the transaction type from the *Transaction Type* dropdown menu.



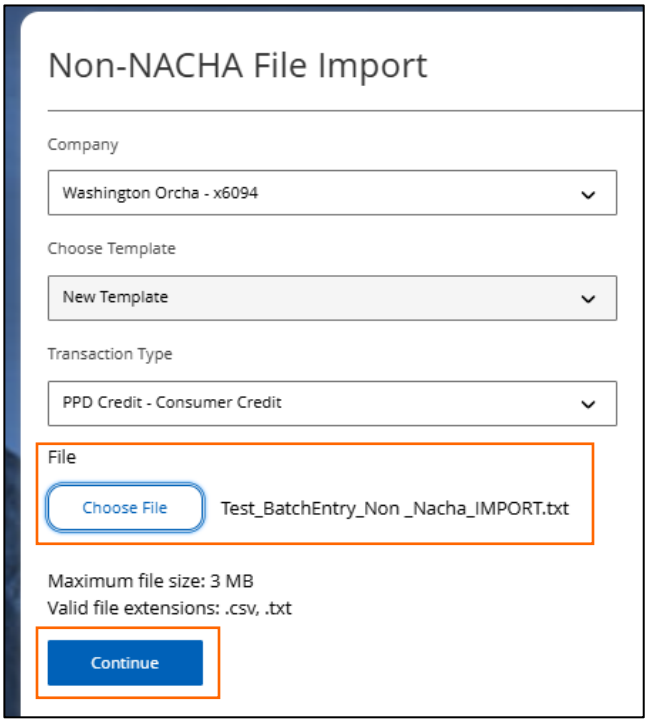
4. Select the *Choose File* button.



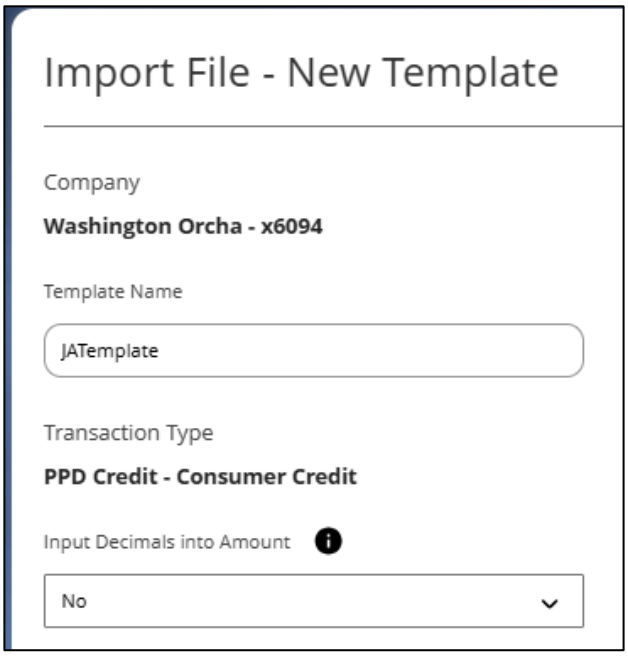
5. Upload the non-NACHA file from your device.



6. The file name will display beside the *Choose File* button. Select the *Continue* button to import the file.

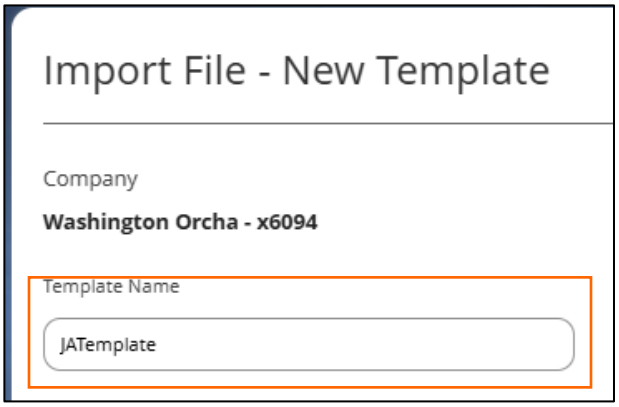


7. The *Import File – New Template* screen displays



Import File – New Template Page

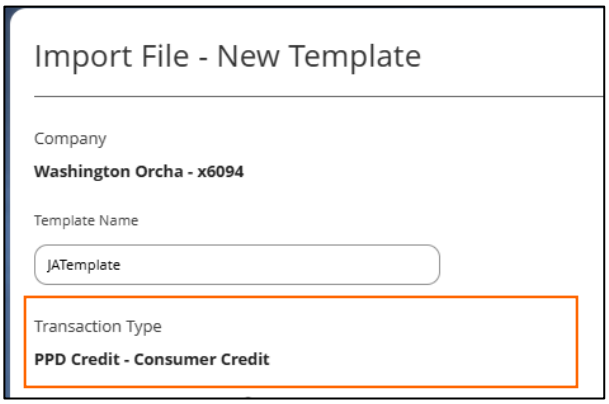
1.. Enter a template name in the *Template Name* field.



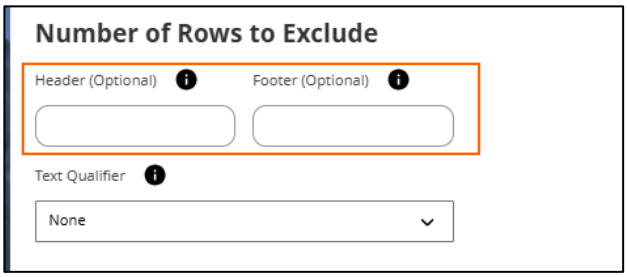
2. Select *Yes* or *No* in the *Input Decimals into Account* field. Select the *Information* icon more information.

Select the *i* (information icon) beside a data field for more details about the options or data requirements for the designated field.

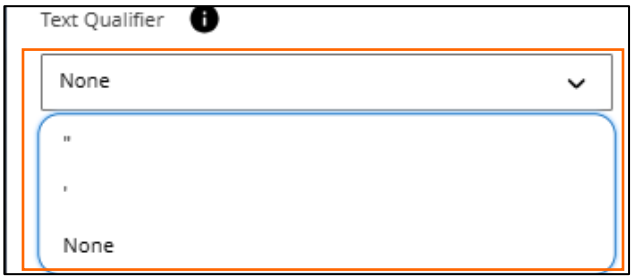
3. Select the transaction type from the *Transaction Type* dropdown menu. If the template is new, the transaction type defaults to what was entered in the previous screen.



4. Select the *Header* or *Footer* radio button in the *Number of Rows to Exclude* section to enter extra rows before the first transaction and after the last transaction in the imported file.

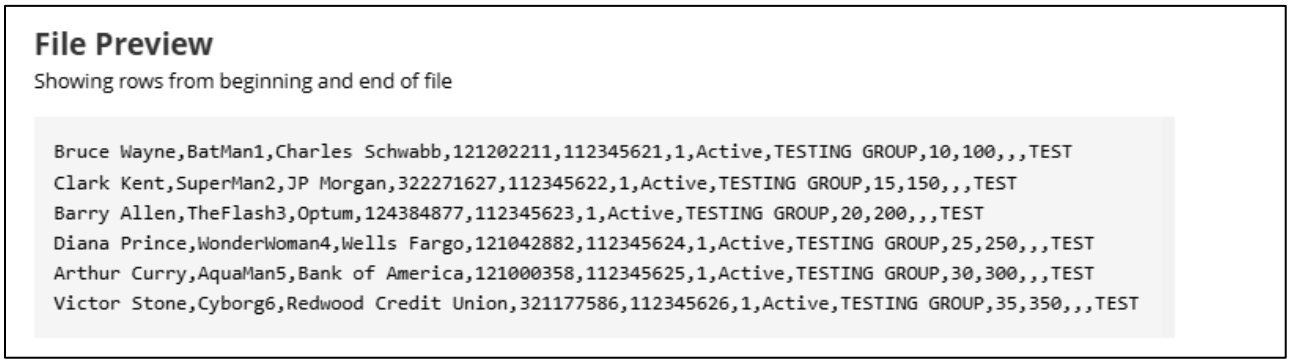


5. Select the *Text Qualifier* dropdown to add a symbol that surrounds a series of characters that identifies the characters as text. Options are *Quote*, *Apostrophe* or *None*.

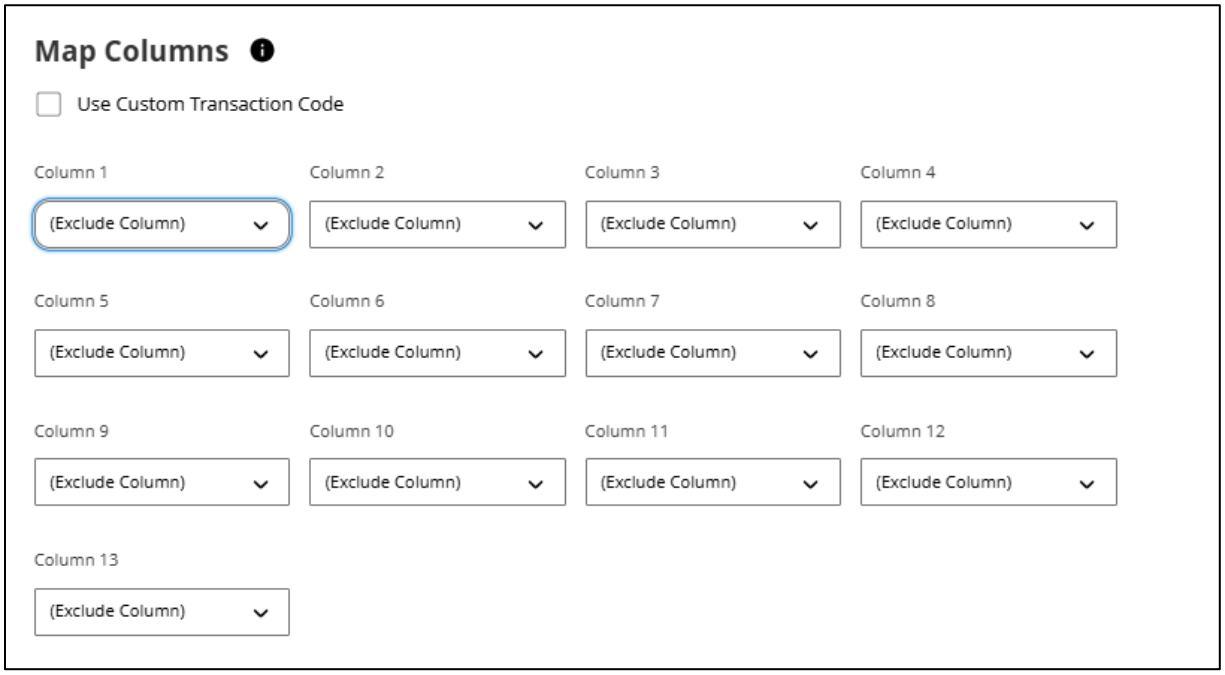


6. Select *Delimited* or *Fixed Width* in the *File Format* section to identify the file format being uploaded

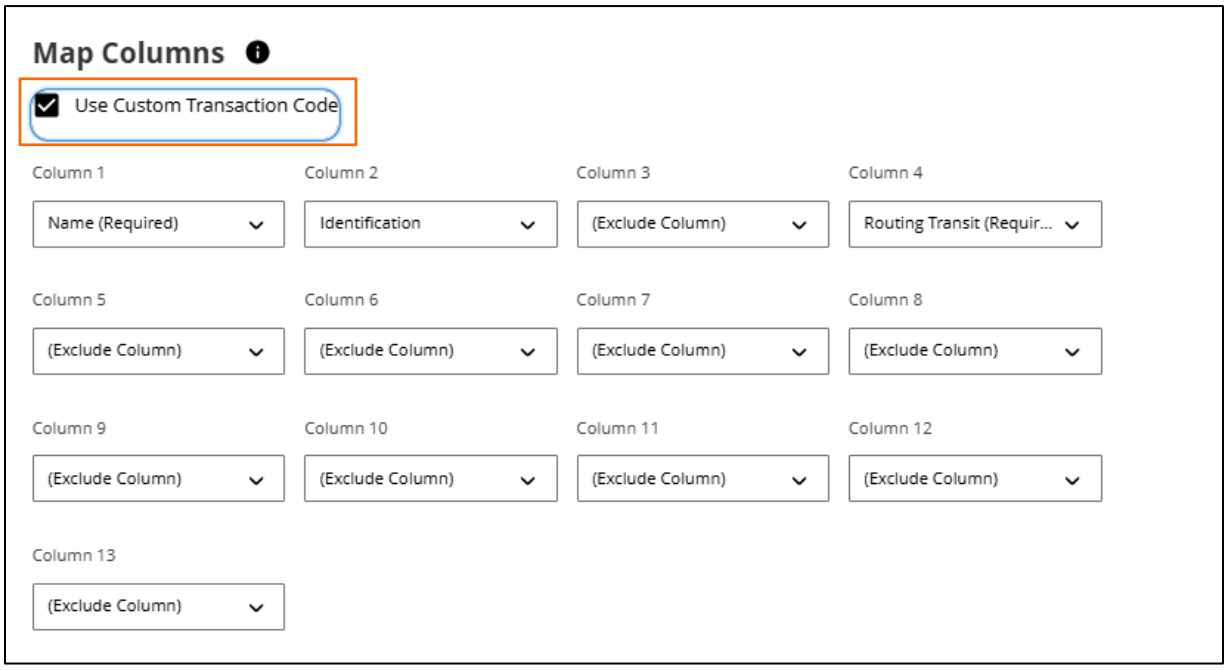
7. The *File Preview* section displays the content from the uploaded file.



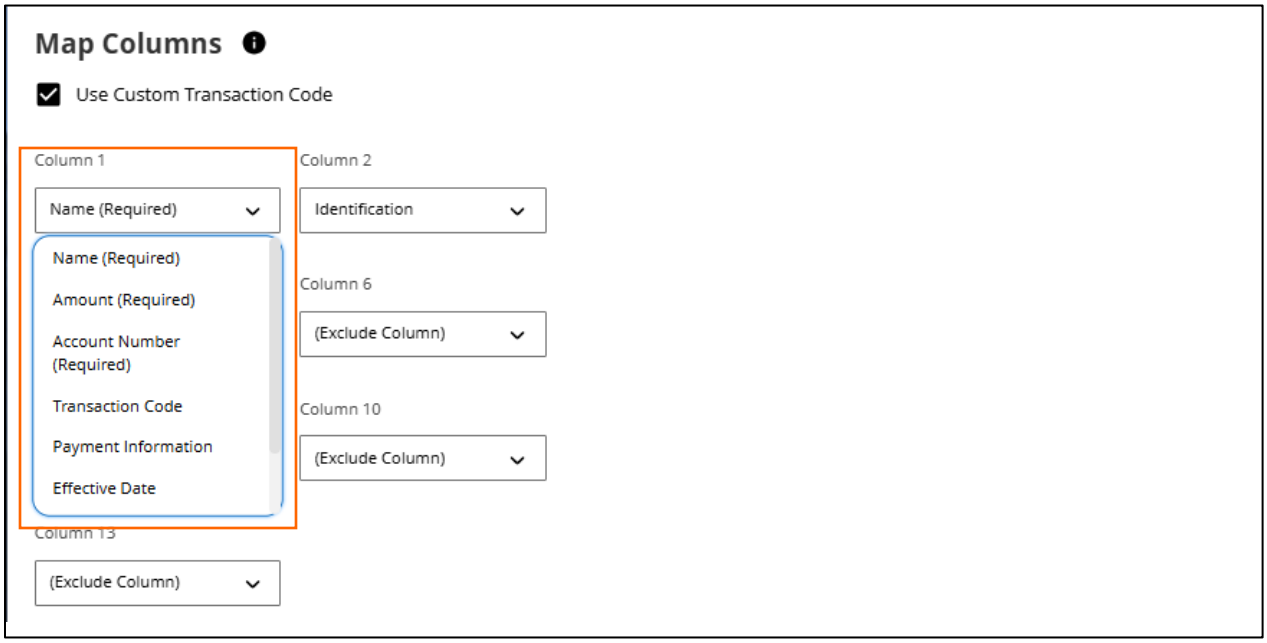
8. The *Map Columns* section allows the user to select the template column order to correspond to the fields in the data file.
    a. Required fields
        i. Name
        ii. Amount
        iii. Account Number
        iv. Routing Transaction.



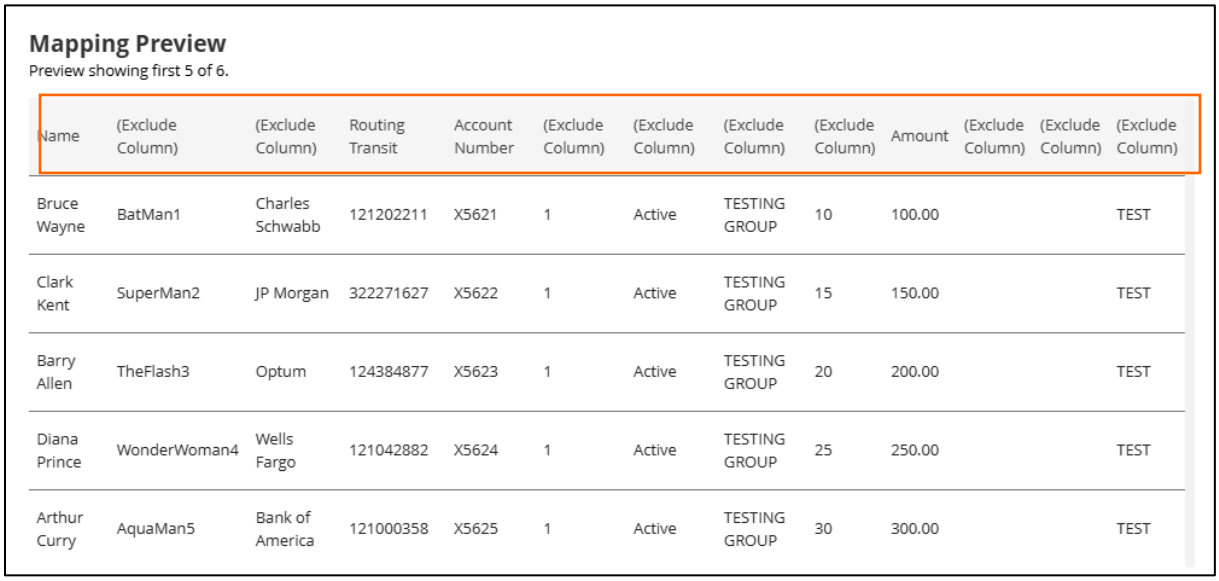
9. Select the *Use Custom Transaction Code* checkbox if the file uploaded has a transaction code.



10. Map each field with its corresponding data. Select *Column 1* dropdown menu and identify its data as *Name (Required)*. Continue mapping each field, identifying the data until all required data is designated to a column. Select *Exclude Column* for all columns that will not be used.



11. The *Mapping Preview* provides an overview of the template columns.

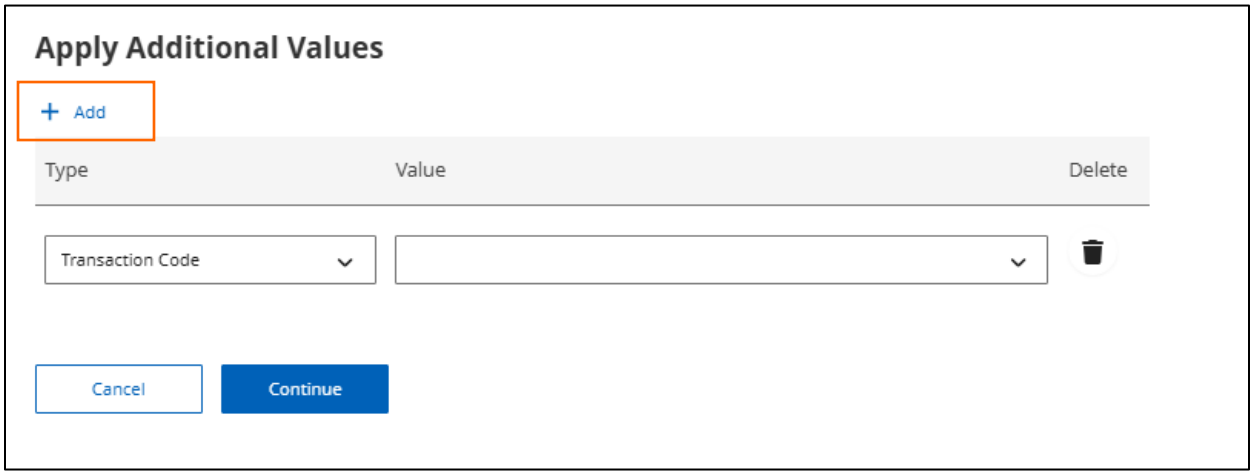


Mapping Preview

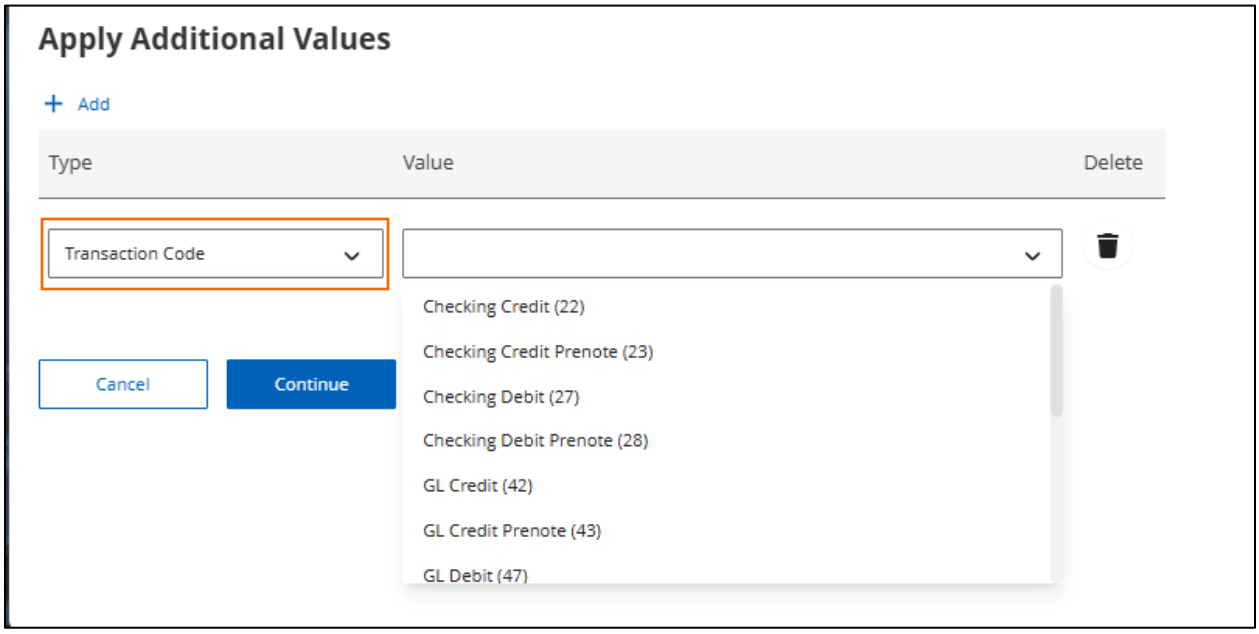
Preview showing first 5 of 6.

Name	(Exclude Column)	(Exclude Column)	Routing Transit	Account Number	(Exclude Column)	(Exclude Column)	(Exclude Column)	(Exclude Column)	Amount	(Exclude Column)	(Exclude Column)	(Exclude Column)
Bruce Wayne	BatMan1	Charles Schwabb	121202211	X5621	1	Active	TESTING GROUP	10	100.00			TEST
Clark Kent	SuperMan2	JP Morgan	322271627	X5622	1	Active	TESTING GROUP	15	150.00			TEST
Barry Allen	TheFlash3	Optum	124384877	X5623	1	Active	TESTING GROUP	20	200.00			TEST
Diana Prince	WonderWoman4	Wells Fargo	121042882	X5624	1	Active	TESTING GROUP	25	250.00			TEST
Arthur Curry	AquaMan5	Bank of America	121000358	X5625	1	Active	TESTING GROUP	30	300.00			TEST

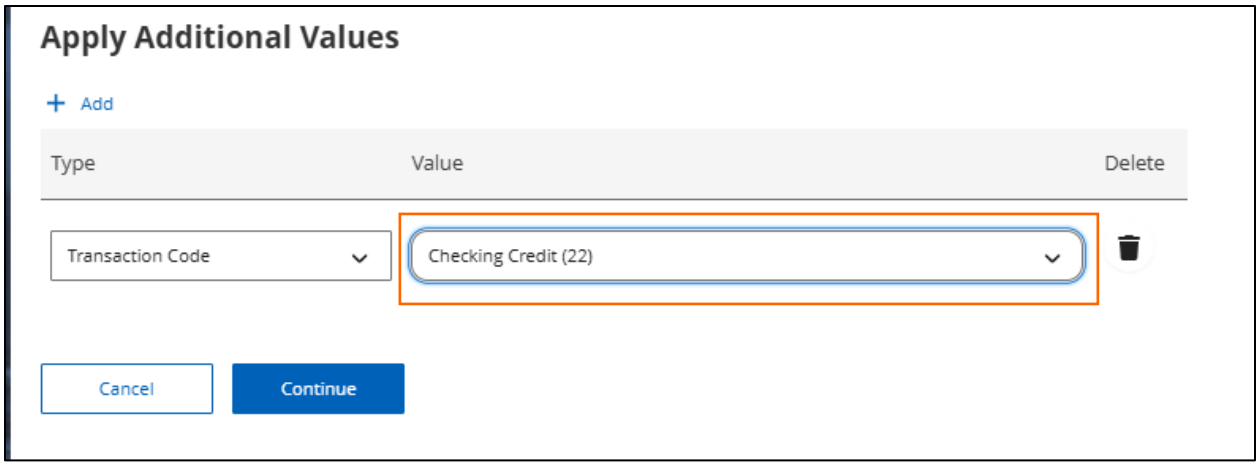
12. Select the *Add* hyperlink to add additional values in the *Apply Additional Values* section.



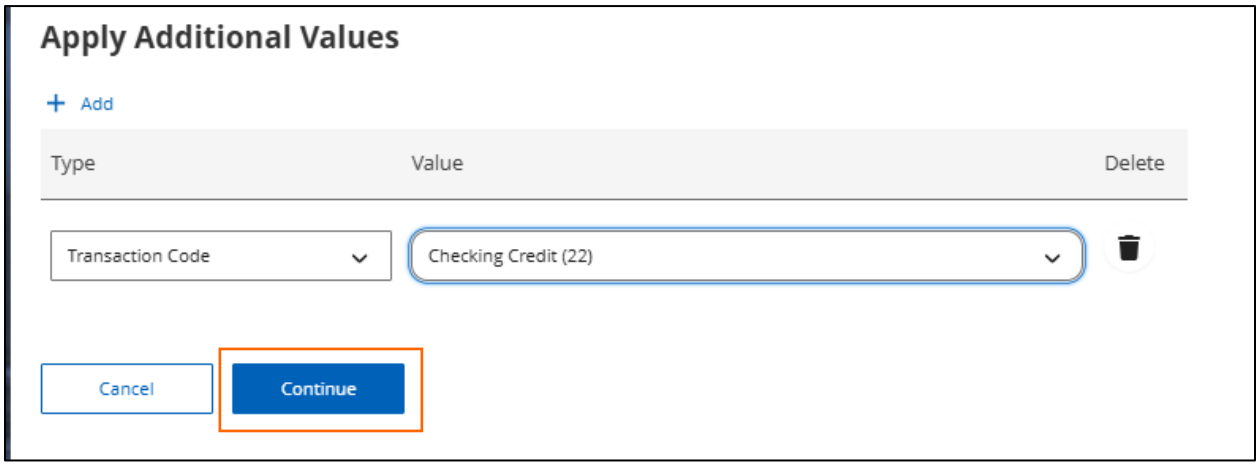
13. Select a type from the *Type* dropdown list. Options include Transaction Code, unless *Use Custom Transaction Code* was checked, Payment Information, Identification, and Discretionary Data.



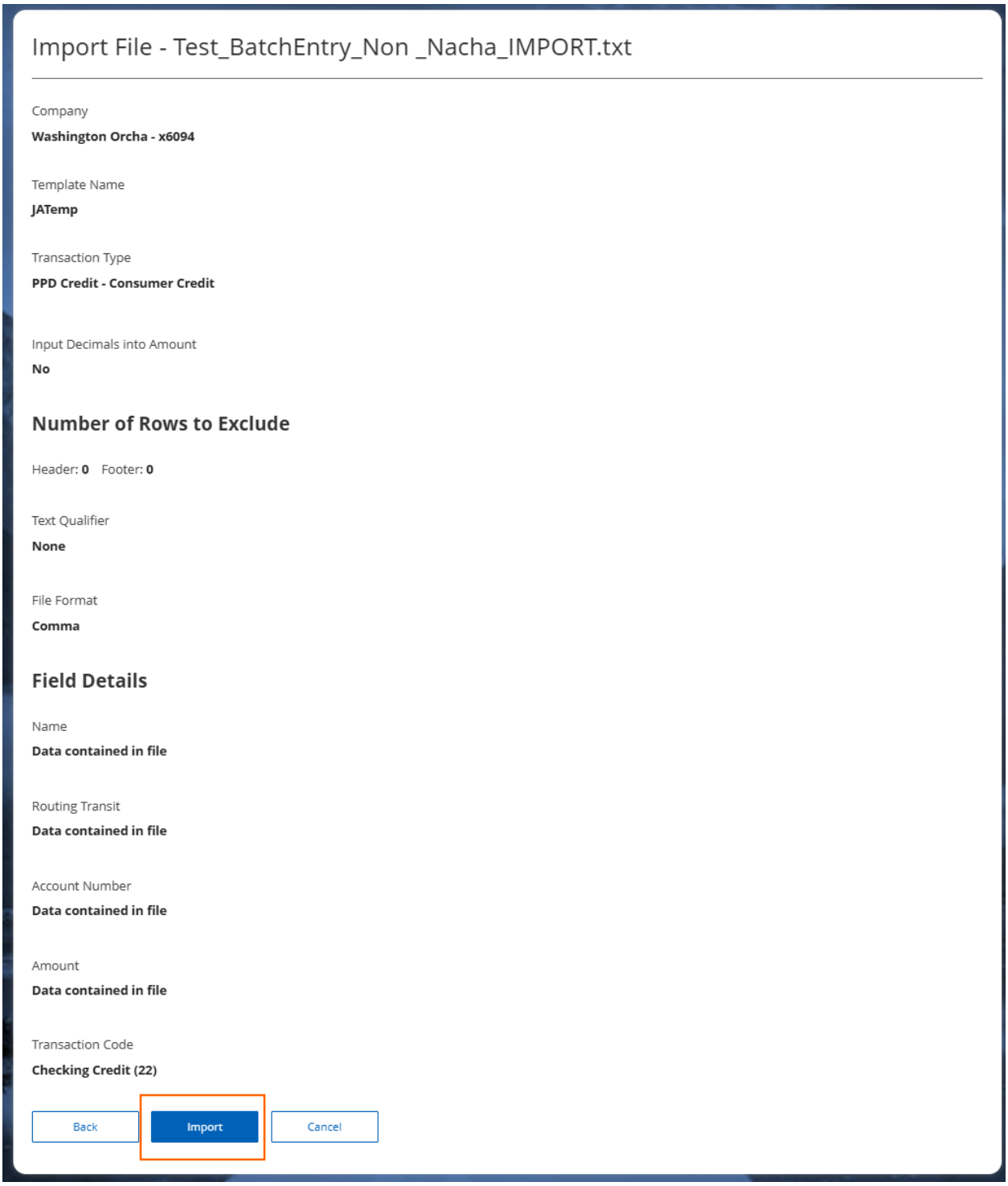
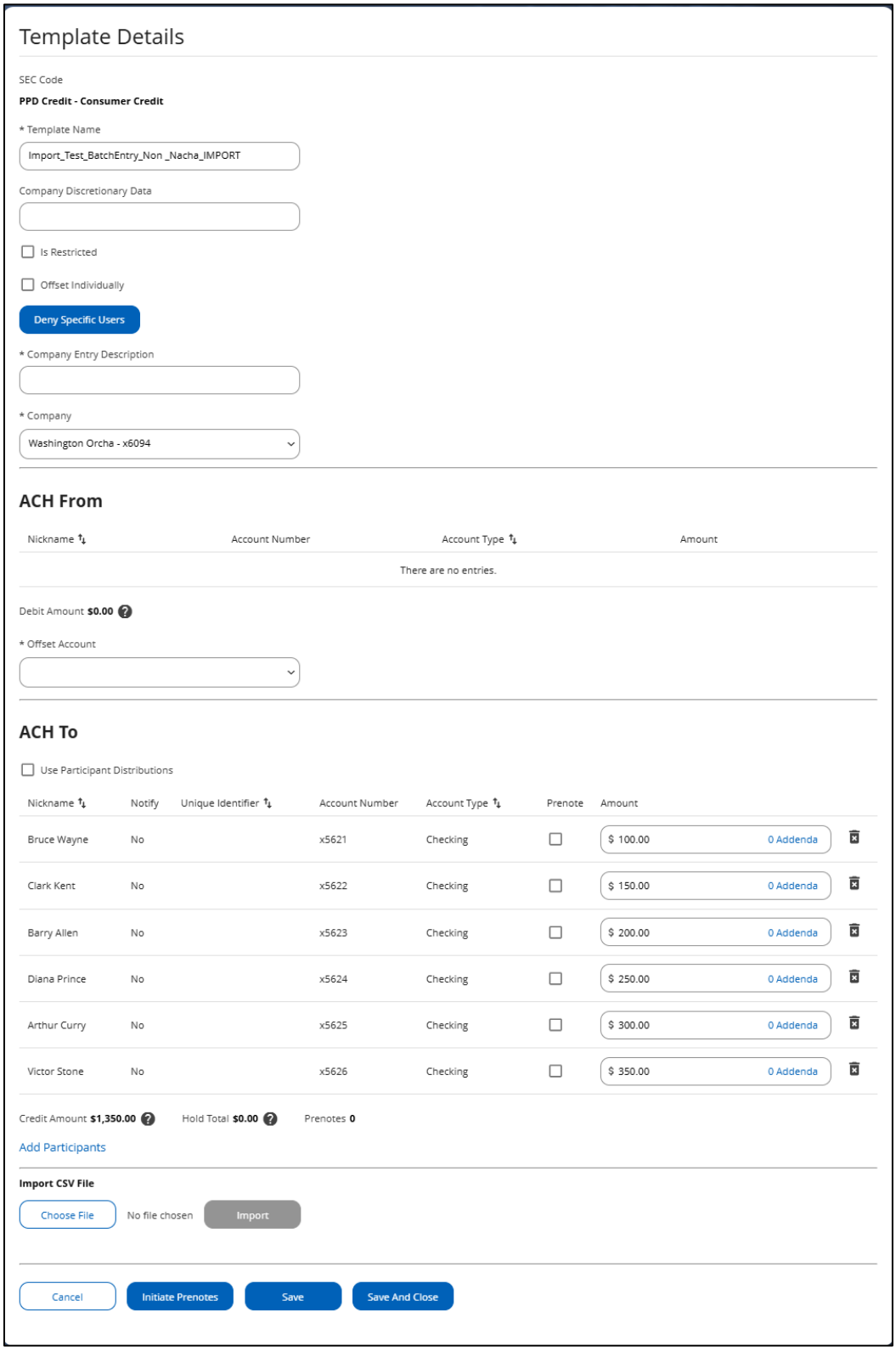
14. Enter the value or select the appropriate value from the *Value* dropdown list.



15. Select *Continue*.



16. The *Import File* screen displays with the file name. Select the *Import* button.



17. The *Template Details* screen displays: