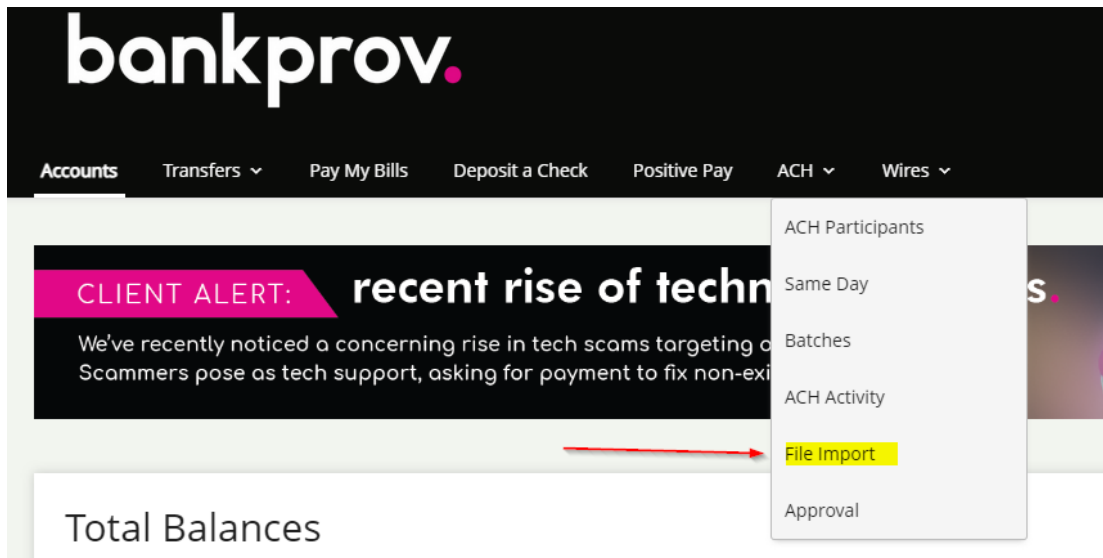


This procedure provides step-by-step guidance to create a NACHA file in various file types, converting the data into an iBanking Origination Batch. This imported file can be uploaded to update both Participant and Batch information.

### File Import Workflow

1. Navigate to the File Import tab under “ACH”.



2. Click “Add a new File Format” within the File Format Specification widget

#### File Format Specification

\* Format Name

Enter a name for this file specification

\* File Type

- Fixed Width  CSV  Tab  Space  
 Custom

\* Amount Decimal

- Choose Decimal for Me (Ex: 1337)  
 Default (Ex: 13.37)

If you are uploading transactions that have cents but did not include a decimal, select “Choose Decimal for Me.” If you explicitly marked cents in the transaction amounts, choose default.

\* Recipient Name

- “Last, First”  “First Last”

Below, specify if you would like us to overwrite any recipient records that you have previously uploaded. You can also select field(s) that we should use to identify recipients that you have previously uploaded. You can also determine if we should look for recipients based on all or any of the field(s) you selected.

### 3. Enter the data fields that will be in your file:

- a. **Format Name** – This is for your records, in the event that you are going to upload multiple different file types in the future.
- b. **File Type** – This will determine what type of file you are uploading
  - i. CSV = Comma Separated
  - ii. Tab = Tab delimited
  - iii. Space = Space delimited
  - iv. Custom = Any other character used to separate data fields in your file.
  - v. Fixed Width
- c. **Amount Decimal** – Adjust this setting based on how you format dollar amounts in your file. If you added decimal points to indicate cents (ex: 13.37), then use the Default setting. Otherwise, use "Choose Decimal For Me" (1337).
- d. **Recipient Name** – Indicate how you would like the recipient name to appear in your transaction. The default is "First Last."
- e. **Overwrite Existing Participants, Based On, and Match** – This section is where you can control how you identify participants that you have already uploaded or added to online banking. For example, if you have already uploaded/added John Smith and you have the same John Smith in your upload file – selecting "Overwrite" will make sure that you only retain one record of John Smith in online banking. The Match option indicates if you want to match on multiple fields combined or just one field to determine if the participant already exists in your online banking profile.
- f. **Data fields** – the last section allows you to setup which data fields are present in your file. For example, if the account number is the first data field, put a "1" in the Account number text field.

### Examples:

.CSV:

	A	B	C	D	E	F	G	H	I	J
1	Vendor ID	Vendor	Invoice #	Description	Amount	Batch Number	Routing Number	Account Number	Account Type	O/C
2	123	Testing 1	999	Dollar amount 1	1	1234	2111111	123456789	Checking	C
3	124	Testing 2	998	Dollar amount 2	1	1234	2111111	123456789	Checking	C
4	125	Testing 3	997	Dollar amount 3	1	1234	2111111	12543898	Checking	C
5	126	Testing 4	996	Dollar amount 4	1	1234	2111111	123564845	Checking	C

Tab:

- One Tab between different fields

```

*file import 2.txt - Notepad
File Edit Format View Help
123 Testing 1 999 Dollar Amount 1 1 1234 2111111 123456789 Checking C
124 Testing 2 998 Dollar Amount 2 1 1234 2111111 123456789 Checking C
125 Testing 3 997 Dollar Amount 3 1 1234 2111111 123456789 Checking C
126 Testing 4 996 Dollar Amount 4 1 1234 2111111 123456789 Checking C
    
```

Space:

- One Space between different fields

```

*file import 3.txt - Notepad
File Edit Format View Help
123 Testing1 999 DollarAmount1 1 1234 2111111 12345678 Checking C
124 Testing2 998 DollarAmount2 1 1234 2111111 12345678 Checking C
125 Testing3 997 DollarAmount3 1 1234 2111111 12345678 Checking C
126 Testing4 996 DollarAmount4 1 1234 2111111 12345678 Checking C
    
```

Custom:

- Custom Delimiter in this example being the dash symbol (-)

```

*file import 4.txt - Notepad
File Edit Format View Help
123-Testing1-999-DollarAmount1-1-1234-2111111-12345678-Checking-C
124-Testing2-998-DollarAmount2-1-1234-2111111-12345678-Checking-C
125-Testing3-997-DollarAmount3-1-1234-2111111-12345678-Checking-C
126-Testing4-996-DollarAmount4-1-1234-2111111-12345678-Checking-C
    
```

First Name <input type="text"/>	Prenote Flag <input type="text"/>
* Company / Last Name <input type="text" value="2"/>	Discretionary Data <input type="text"/>
* Routing Number <input type="text" value="7"/>	Institution Name <input type="text"/>
* Account Number <input type="text" value="8"/>	Memo <input type="text"/>
* Nickname <input type="text" value="2"/>	Status <input type="text"/>
Amount <input type="text" value="5"/>	* Unique ID <input type="text" value="1"/>
* Transaction Type <input type="text" value="10"/>	Group <input type="text"/>

Fixed Width:

- The Fixed Width option adds an additional field both fields need to be filled out, the name of the field (ex. \* Company / Last Name) and the Characters at offset field.
- The Name field (\*Company / Last Name)- For fixed width you will put the number of characters for the particular field.
  - o Company / Last Name: Testing1- 7 Characters
  - o Characters at offset- The number of characters from the first space

\*file import 2.txt - Notepad

File Edit Format View Help

```

123 Testing1 999 DollarAmount1 1 1234 2111111 12345678 Checking C
124 Testing2 998 DollarAmount2 1 1234 2111111 12345678 Checking C
125 Testing3 997 DollarAmount3 1 1234 2111111 12345678 Checking C
126 Testing4 996 DollarAmount4 1 1234 2111111 12345678 Checking C
            
```

Data preview

31

0 4 10 13 17 20 30 32 38 40 46 50 55 60 64 70

123	Testing1	999	DollarAmount1	1	1234	2111111	12345678	Checking	C
124	Testing2	998	DollarAmount2	1	1234	2111111	12345678	Checking	C
125	Testing3	997	DollarAmount3	1	1234	2111111	12345678	Checking	C
126	Testing4	996	DollarAmount4	1	1234	2111111	12345678	Checking	C

First Name <input type="text"/> characters at offset <input type="text"/>	Amount <input type="text" value="1"/> characters at offset <input type="text" value="31"/>
* Company / Last Name <input type="text" value="8"/> characters at offset <input type="text" value="4"/>	* Transaction Type <input type="text" value="1"/> characters at offset <input type="text" value="64"/>
* Routing Number <input type="text" value="7"/> characters at offset <input type="text" value="38"/>	Prenote Flag <input type="text"/> characters at offset <input type="text"/>
* Account Number <input type="text" value="8"/> characters at offset <input type="text" value="46"/>	Group <input type="text"/> characters at offset <input type="text"/>
* Nickname <input type="text" value="3"/> characters at offset <input type="text" value="0"/>	Disc Data <input type="text"/> characters at offset <input type="text"/>

Inst Name:  
  
characters at offset

Memo  
  
characters at offset

Status  
  
characters at offset

\* Unique ID  
  
characters at offset

**Note:**

- **Transaction Type:** In the import file, this value can be set with the ACH transaction code (ex. 22, 27, etc. or “S” for savings, “C” for checking.)
- **Unique ID:** This value is used for the receiving bank to further identify the transaction and/or recipient of the transaction. If you do not have a value to put here, most will use last name.
- The file that gets uploaded **CANNOT** have any headers in the document.

**4. After creating your file spec, make sure to create a Batch Template to import these transactions into.**

- ACH > Batches > Add Batch

**Batches**

Show Search Options

<input type="checkbox"/> Template ↑	Created	Company	Transaction Type	Amount	#	Effective Date	
<input type="checkbox"/> <b>Name:</b> Accounts Payable Fund To: x2921 Simms Store - Operating Acct	02/25/2021 11:14 AM	Simms Inc. - x4321	PPD Debit - Consumer Debit	\$1,100.00	4	12/07/2023	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <b>Name:</b> BG Test 0925 Fund From: x8767 Simms Store - CK	09/25/2023 2:54 PM	Simms' Store - x9998	PPD Credit - Consumer Credit	\$0.00	0	12/07/2023	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <b>Name:</b> Payroll 5 Fund From: x7566 Simms Store Checking	10/16/2023 4:09 PM	Simms' Store - x9998	PPD Credit - Consumer Credit	\$0.00	0	12/07/2023	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <b>Name:</b> Test batch COCC Fund From: x2921 Simms Store - Operating Acct	12/06/2023 4:42 PM	Simms' Store - x9998	PPD Credit - Consumer Credit	\$0.00	0	12/07/2023	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

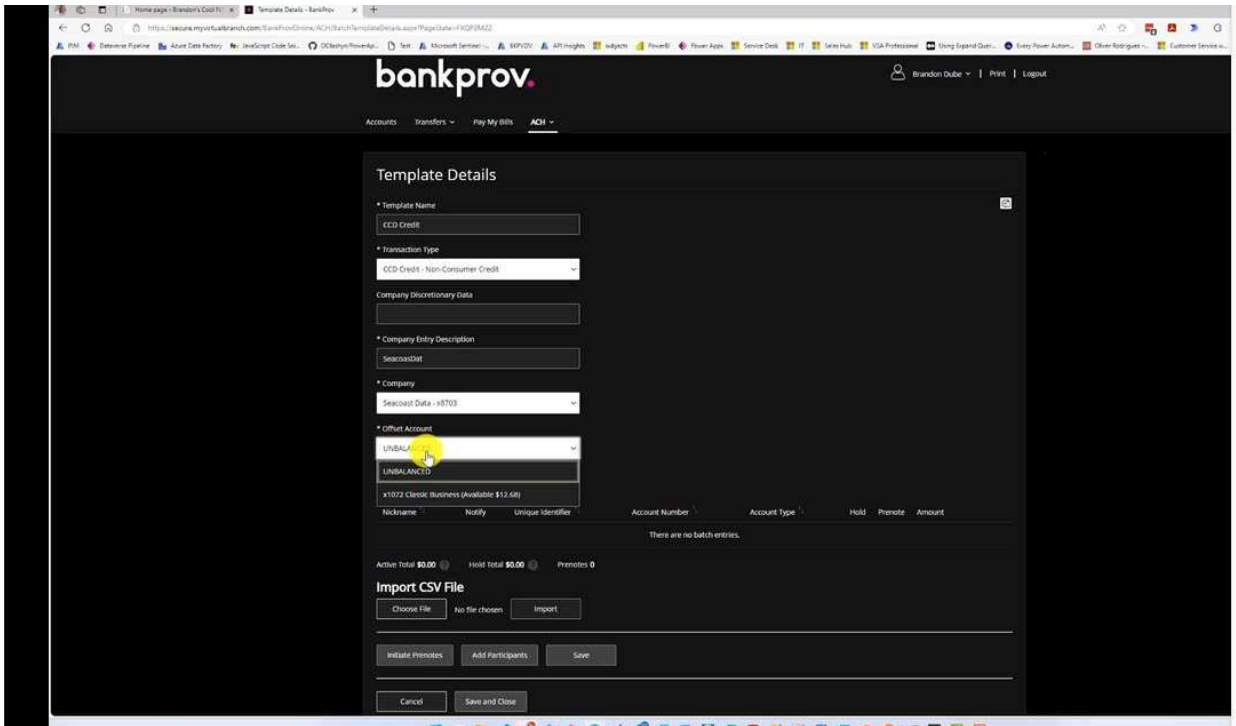
**5. Navigate to File Import**

Batch Upload > Add Template

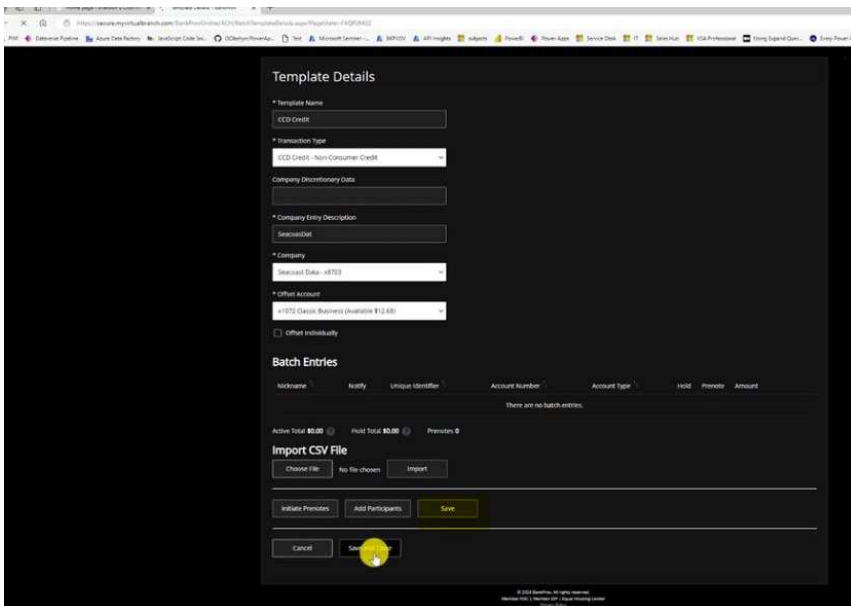
Fill out the template details as follows:

- Name new Template for which ever specific file type (example shows CCD)
- Fill in the transaction type corresponding to the file type
- Complete Company information and select off setting account from dropdown

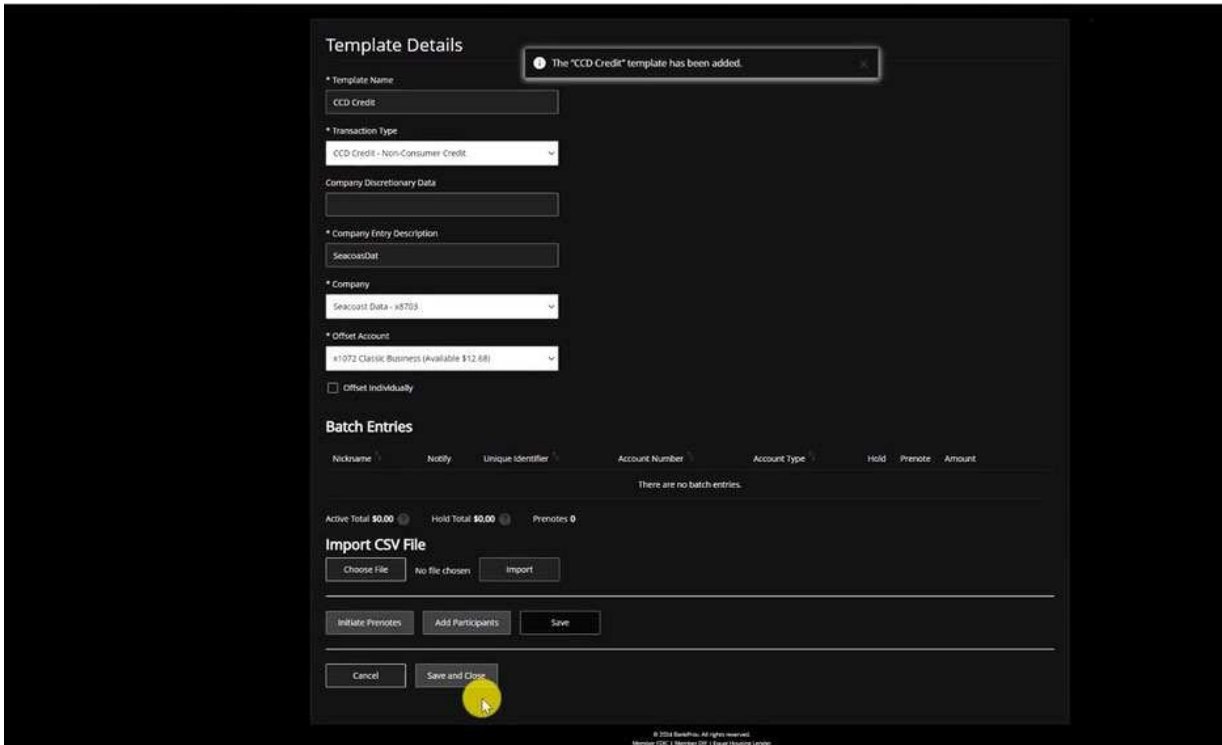
**NOTE:** The batch template will dictate how the file is processed regardless of the code type in your file. As an example, if your batch template is ccd, then this is how your file will be processed.



Select **SAVE**

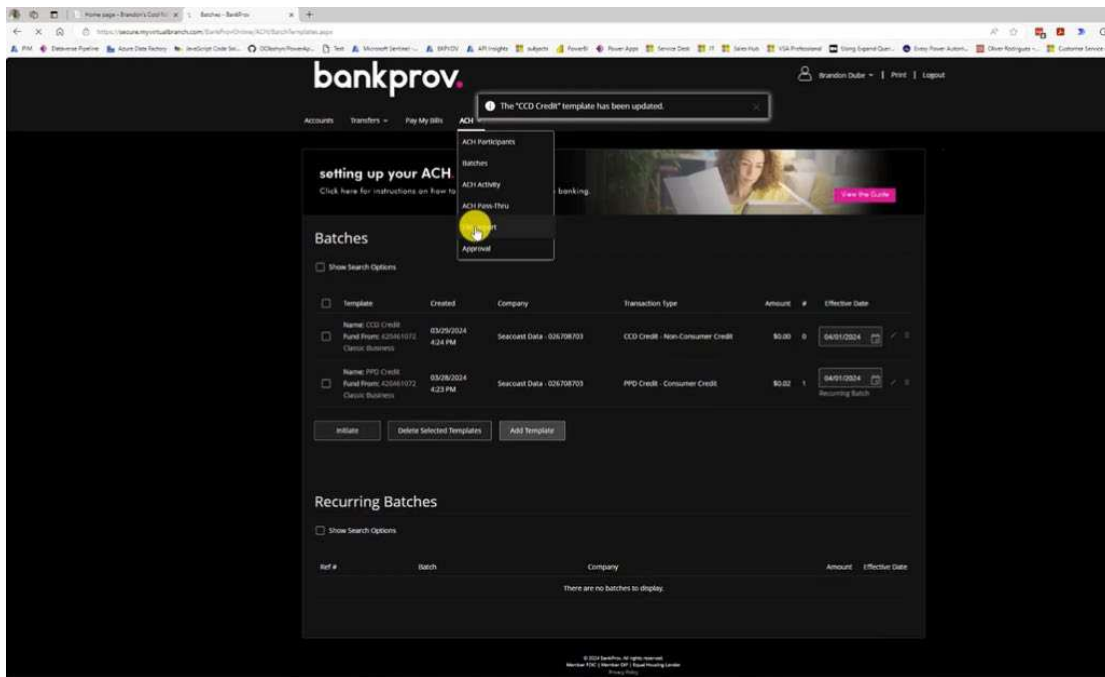


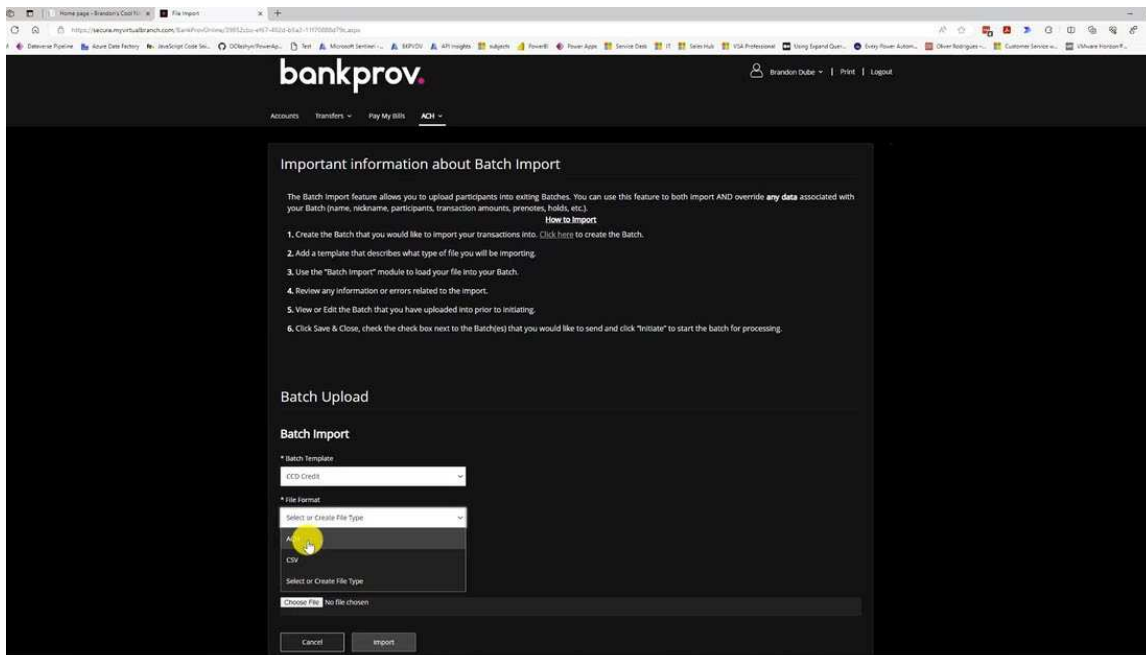
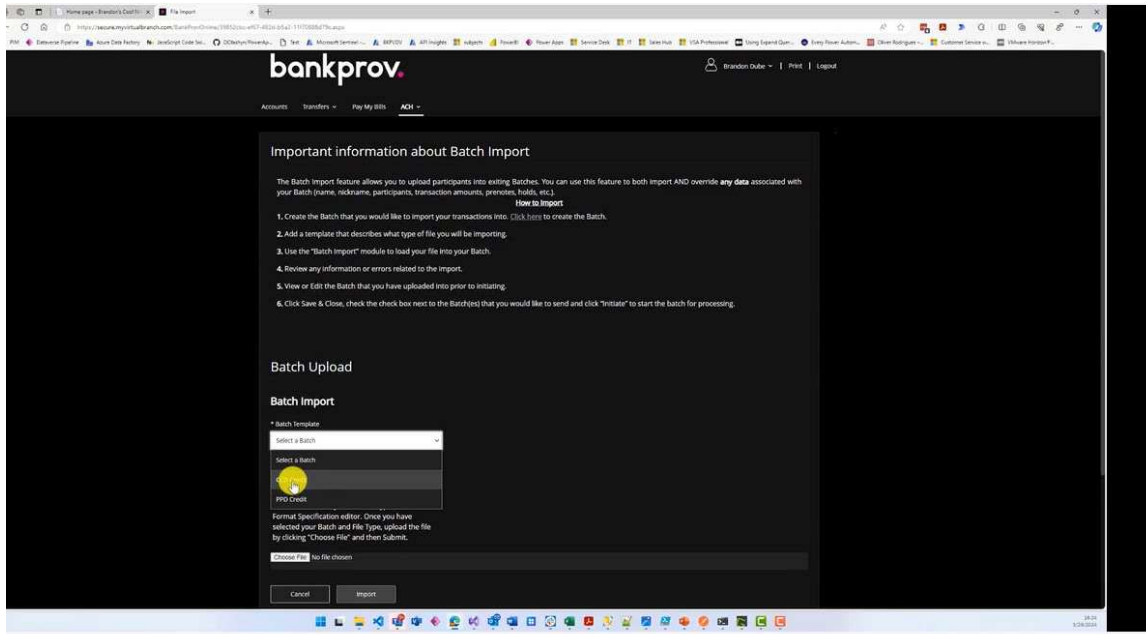
then **SAVE & CLOSE**



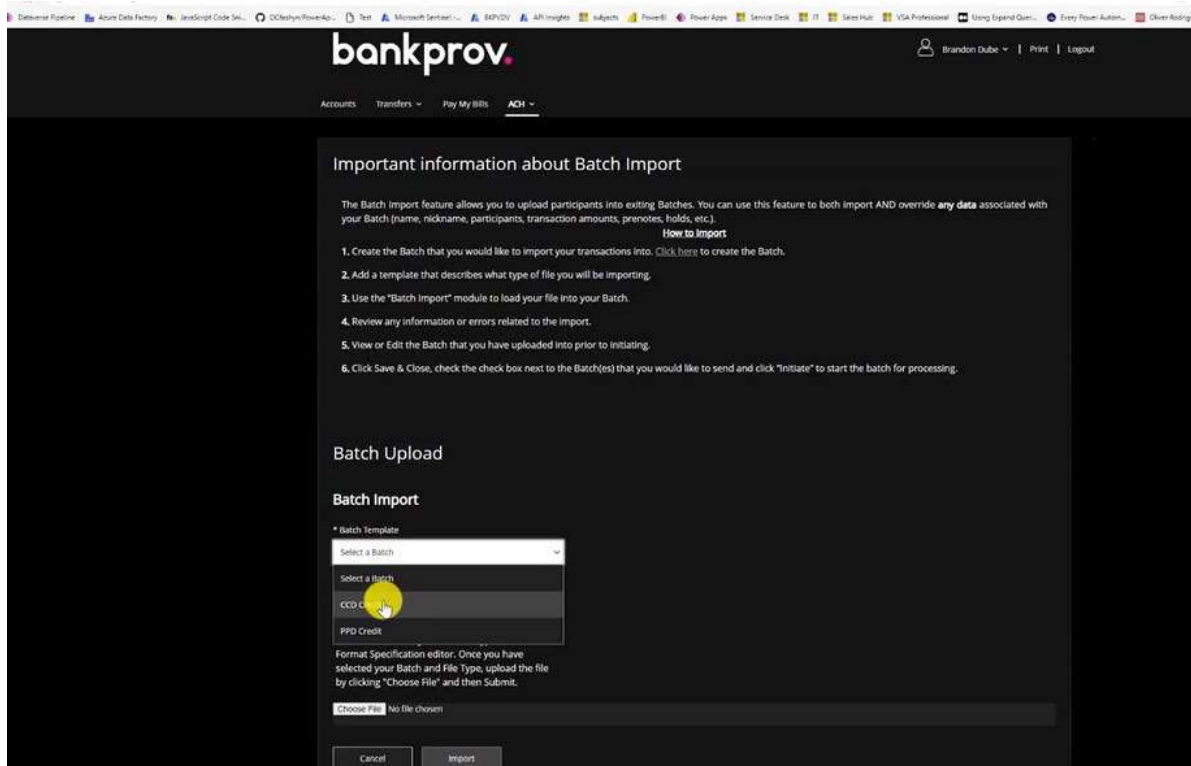
- Navigate back to the Import page, select the batch template that you just created as well as the file spec you created with the file format ACH Click “Choose File” to find the file you would like to upload then click “Import.”

Examples:

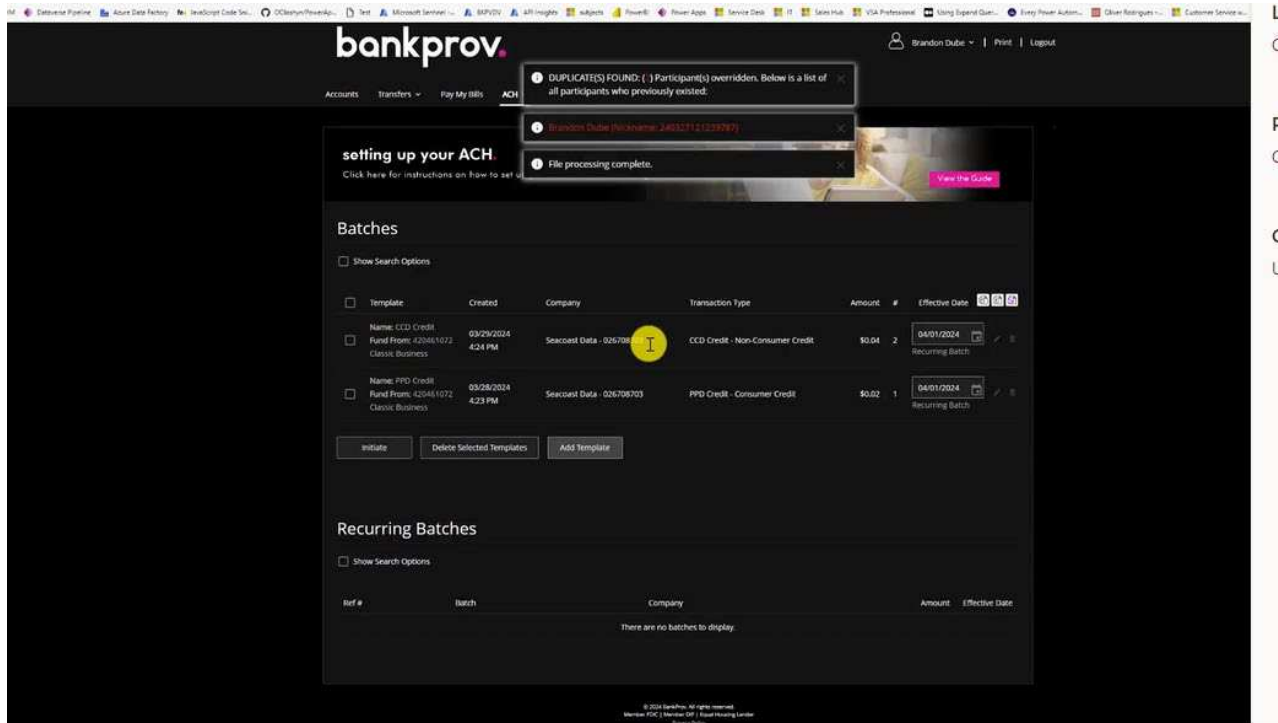








Navigate to the new batch as shown below and click “edit”



Then all the Batch entries will display in the file types as created.

