ACH File Import

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Payment From File

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



- 3. Select the corresponding 'Payment Type' from the drop down menu.
- 4. Click on the 'Select file to upload' box to browse for the file to be uploaded on the computer
- 5. Click 'Upload File'.

ជ	Home	Payment From File	
⊵ ∎	Messages	-	
æ	Transactions -	Please Select A Payment Type	IMPORT FILE *
	Commercial	Please Select A Payment Type	
	Company Policy	ACH Collection ACH Batch	Upload File
	User Roles		
	Users		
	Payments		

Supported File Types

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

File Edit Format View Help			
101 114904131 111111118081112	21512A094101FED	st Commun:	ity Bancshares
5200NV DATA CORP	91111111	11PPDACH Single 1602	216 111111110000001
6271211392873104060	0001200000 9111	111111NV DATA CORP	111111110000001
705Ret WE Adv			00010000001
62212113508710029443	0001200000	61784Premier West Bank	11111111000002
705Ret WE Adv			00010000002
8200000004002422743600000120	00000000012000009111	111111	111111110000001
9000061000041000002842434974	18400003525126400003	5251264	
999999999999999999999999999999999999	9999999999999999999999999	9999999999999999999999999999999	999999999999999999999999999
999999999999999999999999999999999999	9999999999999999999999999	9999999999999999999999999999999	999999999999999999999999999

- 2. 5-Column CSV file containing fields in the following order.
 - a. Recipient Name
 - b. ABA number
 - c. Account number
 - d. Account type (1 = Checking; 2 = Savings; 3 = Loan)
 - e. Dollar Amount

F	ILE HOME I	NSERT P	AGE LAYOUT	FORM	ULAS [DATA R	EVIEW	VIEW Q	uickBooks		
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	А	В	С	D	Е	F	G	н	I.	J	К
1	Jennifer Childress	111111118	123456	1	0.5						
2	Don Childress	111111118	234567	2	0.25						
3	Tiger Childress	111111118	345678	1	0.12						
4	Shadow Childress	111111118	456789	3	0.1						
5	Livy Childress	111111118	567890	1	0						
6	Sophie Childress	111111118	678901	1	0.13						
	•										

ACH Pass Thru

- 1. Select the 'ACH Pass-Thru' option under the 'Commercial' menu.
- 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 the same day the file is being uploaded.
- 4. Click 'Draft' or 'Approve' depending on the user's entitlement.

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⊵ <mark>1</mark>	Messages		IMPORT FILE	PROCES	S DATE					
2	Transactions -		Select a file to upload	•	J	une	►	•	2016	
₽	Commercial 🖡 🔺	2	MEMO	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Company Policy						1	2	3	4
	User Roles			5	6	7	8	9	10	11
	Users		\mathbf{n}	12	13	14	15	16	17	18
	Payments			19	20	21	22	23	24	25
	Recipients									
	Subsidiaries	/		26	27	28	29	30		
	ACH Pass-Thru						Draft		Аррі	rove
	Positive Pay									

Supported File Types

1. Single batch containing an SEC Class Code other than PPD or CCD that is supported by American Savings Bank.

File Edit Format View Help				
101 114904131 11111111808111	21512A094101FED		st Community	Bancshares
5200NV DATA CORP	911:	111111CTXDACH	Single 160216	1111111110000001
6271211392873104060	0001200000	9111111111NV	DATA CORP	1111111110000001
705Ret WE Adv				00010000001
62212113508710029443	0001200000	61784Pre	emier West Bank	11111111000002
705Ret WE Adv				00010000002
8200000004002422743600000120	000000000120000	09111111111		111111110000001
9000061000041000002842434974	184000035251264	000035251264		
99999999999999999999999999999999	99999999999999999999	99999999999999999	999999999999999999999999999999999999999	999999999999999999999999
9999999999999999999999999999999	9999999999999999999	99999999999999999	9999999999999999999999999	99999999999999999999999

2. Multiple batch NACHA file containing any SEC class code supported by American Savings Bank.

File Edit Format View Help				
101 114904131 11111111808111	21512A09410	LFED st (Community	Bancshares
5200NV DATA CORP		9111111111PPDACH Single	160216	1111111110000001
6271211392873104060	0001200000	9111111111NV DATA CORP		1111111110000001
705Ret WE Adv				00010000001
62212113508710029443	0001200000	61784Premier West	Bank	111111111000002
705Ret WE Adv				00010000002
8200000004002422743600000120	000000000120	0000911111111		111111110000001
5200NV DATA CORP		9111111111PPDACH Single	160216	111111111000002
6271211392873104060	0000030000	9111111111NV DATA CORP		111111111000003
705DEC EFT				00010000003
62212500002477063170	0000030000	61789BofA		1111111110000004
705DEC EFT				00010000004
820000000400246139300000003	000000000000	30000911111111		111111110000002
5200NV DATA CORP		9111111111PPDACH Single	160216	1111111110000003
6271211392873104060	0000005859	9111111111NV DATA CORP		1111111110000005
705Payroll				00010000005
6221210428823777051545	0000005859	61791Payroll		111111111000006
705Payroll				00010000006
8200000004002421821600000000	58590000000	05859911111111		111111110000003
5200TEAMWORK H.R. IN		9111111111PPDACH Single	160216	1111111110000004
6271211392873107388	0000027803	9111111111TEAMWORK H.R.	IN	1111111110000007
705Inv 12330 Jeff Lahr				00010000007
6220631046680077457692	0000027803	61865Lighthouse Pr	rograms	1111111110000008
705Inv 12330 Jeff Lahr				00010000008
8200000004001842439400000002	78030000000	27803911111111		111111110000004
5200HAROLD E. NUTTER		9111111111CCDACH Single	160216	1111111110000005
6271211392872107511	0007000000	9111111111HAROLD E. NUT	TER	1111111110000009
705Payroll Transfer				00010000009
6221210428828655248782	0007000000	62020Harold E. Nut	ter &	1111111110000010
705Payroll Transfer				00010000010
8200000004002421821600000700	00000000070	00000911111111		111111110000005