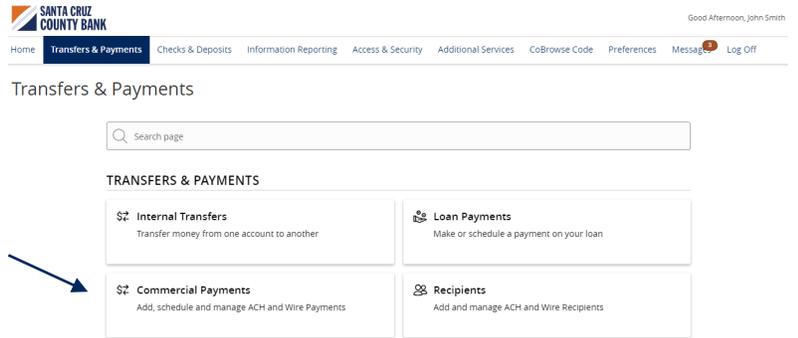


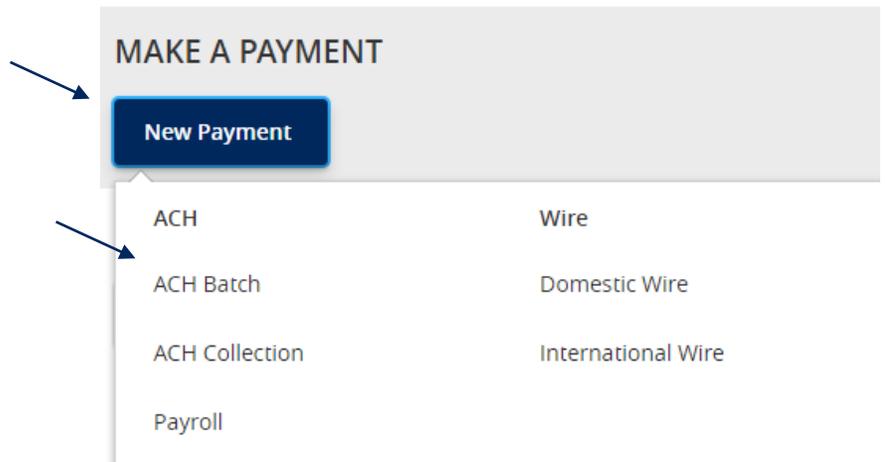
Recipient Upload from Batch Guide

1. Select the 'Transfers & Payments' menu and then select 'Commercial Payments'.



2. Select 'New Payment' and then select the desired Payment Type.

Payments Hub



Recipient Upload from Batch Guide

3. Select 'Upload from File'.

ACH Batch Change Type

Upload From File

Origination Details

SEC Code ⓘ

From Subsidiary

Account

Effective Date

Recurrence

4. Select the 'Import File' box to browse and select the file to be uploaded on the computer.

Payment From File

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 select a SEC code; 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, Amounts), Effective Date, SEC Code, 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 *

ACHBatch-sample (3).csv

* - Indicates required field

Cancel Save Recipients Upload File

NOTE: Select 'Upload File' if the ACH or wire file will need to be processed.

NOTE: If there is a problem with the file being imported, an overlay message will appear on the screen with a notification.

Potential examples may include:

- ABA number contains more or less than 9 digits.
- File being imported is not in NACHA or CSV format.



Questions? We're here to help. eBanking@sccountybank.com. 831.457.5000 option 1

