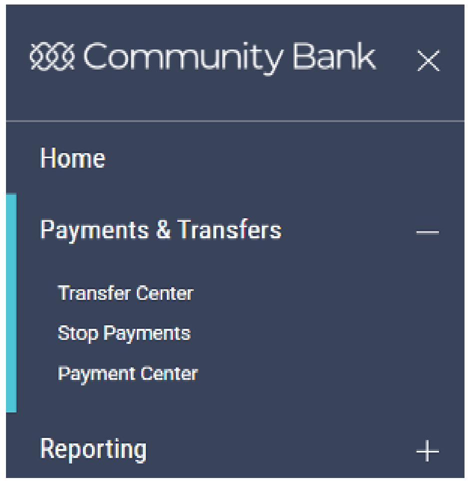
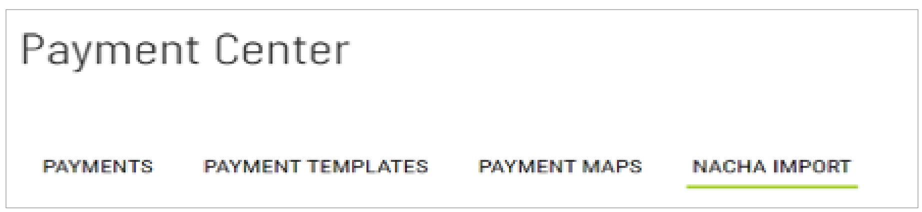
USER GUIDE

ACH NACHA Import

Open the dashboard in the top left corner. Click on **Payments & Transfers**, **Payment Center.**



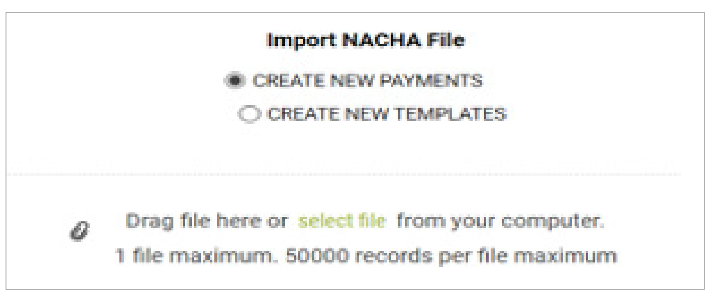
From the Payment Center, click on **NACHA Import**.



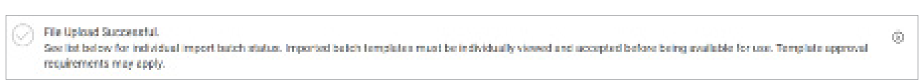
Choose **Create New Payments** or **Create New Templates**.

Drag and drop the file onto the widget or click **Select File**, then browse for and select the desired file.

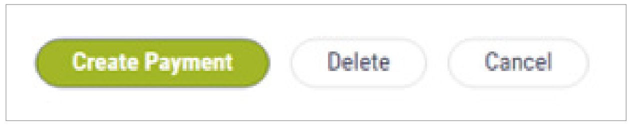
Note that one file containing 50,000 records is the maximum.



You will get a message that the file upload was successful.

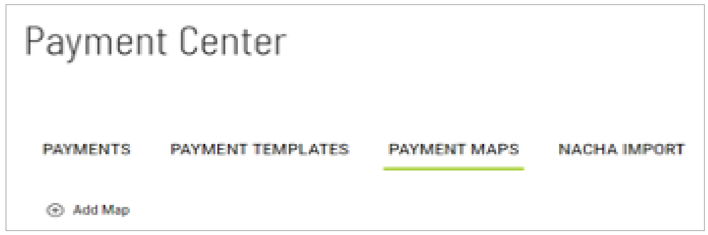


At the **ellipsis** (...), click the **View** option. From the **Import Payment Review** page, review the batch information and at the bottom, click **Create Payment**.



Payment Maps for CSV, Comma Delimited

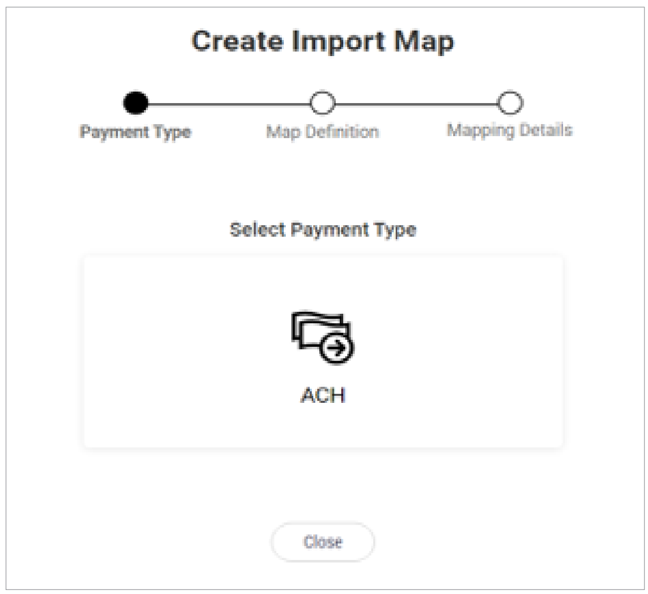
In the **Payment Center**, select **Payment Maps**, **Add Map**. Click **ACH**.



Click the appropriate radio button to:

- **Add Transactions**: This setting will add all transactions in the file to the batch.
- **Update Transactions**: This setting will replace all the transaction details in the batch with the details in the file.

Click **Next**.



Enter a name for the map.

Use the **Delimiter** dropdown menu to select a file delimiter character: for example, **Comma** or **Colon**.

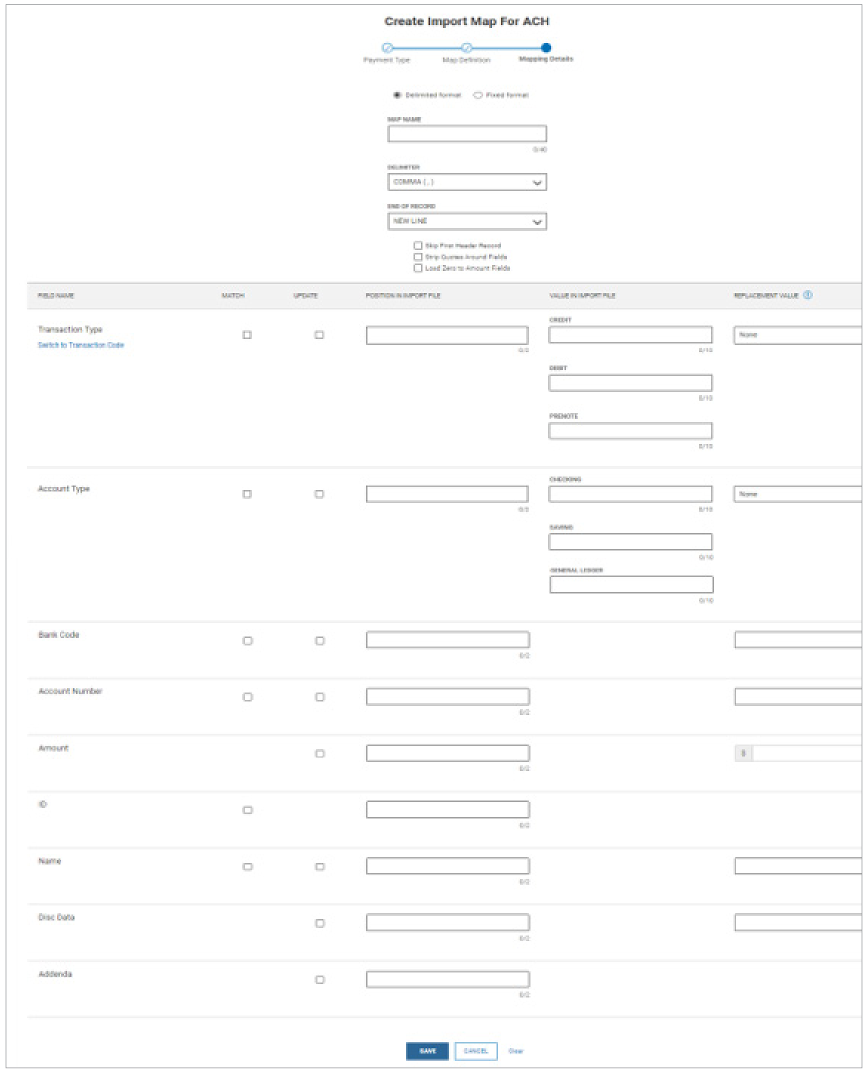
Use the **End of Record** dropdown menu to select how the end of a record will be demarcated: for example, **Comma** (,) or **Pipe** (|).

If you want to skip the header record or records in the imported file, check the **Skip First Header Record(s)** box.

To strip quotation marks surrounding fields, if present, check the **Strip Quotes Around Fields** box.

To allow amount fields to reflect zero values, click **Load Zero to Amount Fields**.

For the **Transaction Type** field, check the appropriate box: **Match** or **Update**.



- In the **Position in Import File** column, enter a desired position for the **Transaction Type** field. This indicates which field in the file maps to a given field position on the screen.

- In the **Value in Import File** column, enter the credit, debit and prenote values of the **Transaction Type** field.

- In the **Replacement Value** column, select the appropriate value if data is a constant value but not located in the file: **None**, **Credit**, **Debit** or **Prenote**.

OR

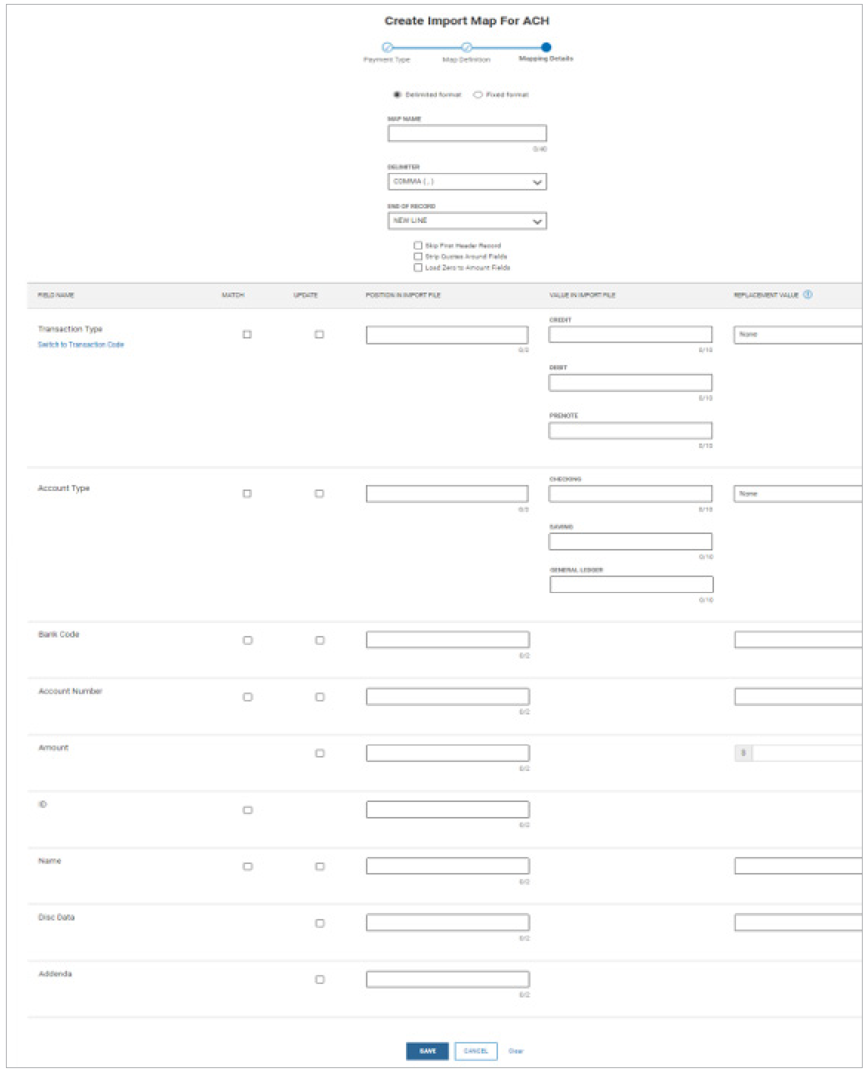
Click **Switch to Transaction Code**, and check the appropriate box: **Match** or **Update**.

- In the **Position in Import File** column, enter a desired position for the **Transaction Code** field. This indicates which field in the file maps to a given field position on the screen.

- In the **Replacement Value** column, select the appropriate value if data is a constant value but not located in the file, for example, **22 - Live DDA Credit**.

For the **Account Type** field, check the appropriate box: **Match** or **Update**.

- In the **Position in Import File** column, enter a desired position for the **Account Type** field. This indicates which field in the file maps to a given field position on the screen.
- In the **Value in Import File** column, enter the credit, debit and general ledger values of the **Account Type** field.
- In the **Replacement Value** column, select the appropriate value if data is a constant value but not located in the file: **None**, **Credit**, **Debit** or **General Ledger**.



In the **Field Position** column, enter a desired position for each field. This indicates which field in the file maps to a given field position on the screen. In the following example, **Account Number** will appear in the first position on the screen, while **Transaction Date** will appear in the fourth position on the screen.

Make appropriate selections for the remaining fields.

When you have finished, click **Save**. You return to the **Payment Maps** tab with the new import map added to the list.

After Initiating, you can view the payment. There will be a **Printable View** button in the top right of the screen to generate a report of the payment.

Questions? Contact Us.

Get in touch. Stop into your local branch, pick up the phone or visit our website at **cbna.com**.

Commercial Services Support (M–F: 8am–6pm ET):
1-866-764-8638, Option 3, Option 3 or **commercialservices@cbna.com**.

Telephone Banking (24/7 automated voice response):
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