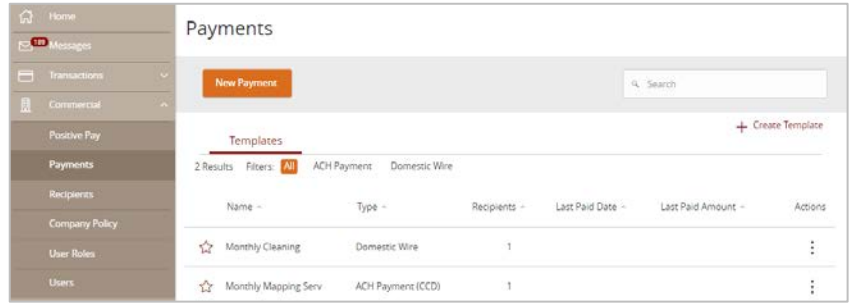
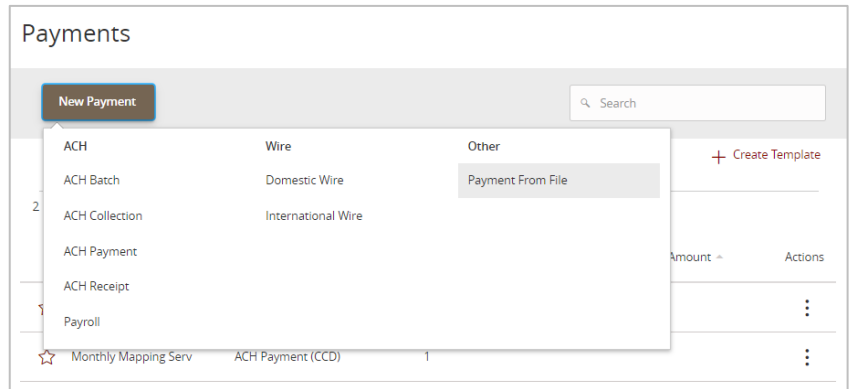


Recipient Upload from Batch

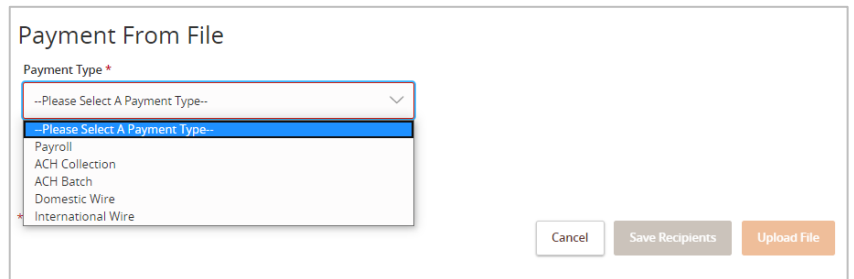
1. Select the 'Commercial' menu and then select 'Payments'.



2. Select 'New Payment' and then 'Payment from File'.



3. Select the desired Payment Type.



4. Select the 'Import File' box to browse for the file to be uploaded on the computer.
5. Select 'Save Recipients' to automatically add the recipients into the master recipient list.

NOTE: A CSV 'Sample File' and PDF 'File Specification' for each 'Payment Type' is available on the screen for download after the 'Payment Type' is selected.

NOTE: Select 'Upload File' if the ACH or Wire file will need to be processed by Veritex Community Bank.

Payment From File

Payment Type *

[Payroll Sample File \(.csv\)](#)

PAYROLL 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, Amount(s), 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

[Payroll File Specification \(.pdf\)](#)

Import File *

* - Indicates required field


NOTE: A confirmation screen will appear when the file import and all necessary information have been successfully completed. You can see the new 'Recipients' that were uploaded under the 'Recipients' tab.

Some Items Need Your Attention

The uploaded file contains 2 transactions and 2 recipients

2 were created

NOTE: If there is a problem with the file being imported, an overlay message will appear on the screen with a notification. You can click on 'Download' to view file to make and save corrections to re-upload.



File not valid

This file has errors. Correct the errors and upload the file again.

Download

Close