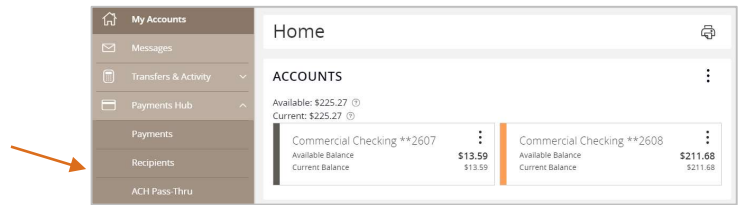
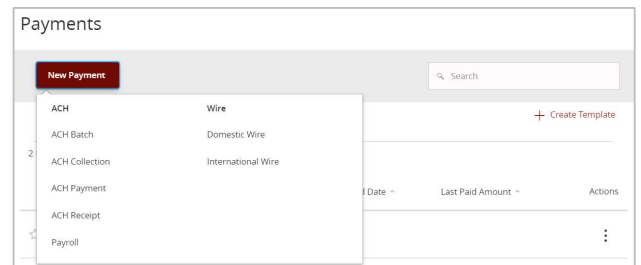


1. Select the 'Payments Hub' menu and then select 'Payments'.



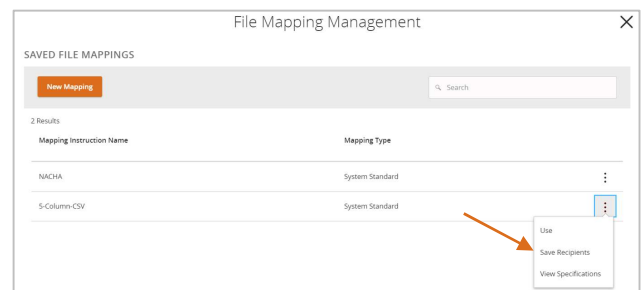
2. Select 'New Payment' and then select the desired Payment Type.



3. Select "Upload From File".



4. Select the 'Save Recipients' option in the dropdown menu for the mapping you would like to use.



5. Select the 'Import File' box to browse and select the file to be uploaded on the computer.
6. Select 'Save Recipients' to automatically add the recipients into the master recipient list. A confirmation will pop up on the screen once the file has been uploaded successfully.

NOTE: A confirmation screen will appear when the file import and all necessary information has been successfully completed.

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

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*


* Indicates required field

Some Items Need Your Attention ✕

The uploaded file contains 2 transactions and 2 recipients

- 1 was created
- 1 was updated

File not valid



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

Close

Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

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