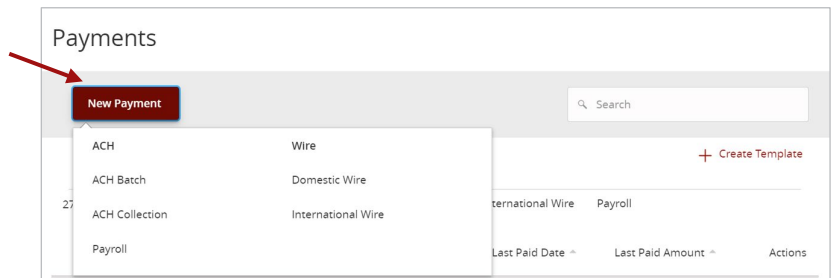


ACH File Mapping Management is a convenient tool for importing payment files, that allows Commercial Online Banking users to define how the file data is extracted and to which field(s) it correlates. File Mapper gives you the ability to quickly create and submit ACH Payments (Collections, Payroll, and Batch) from delimited or Excel formatted files.

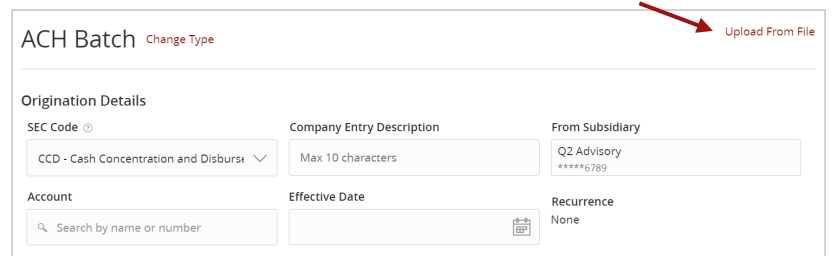
1. Select the 'Commercial' menu then 'Payments'.



2. Click the 'New Payment' button and then the desired transaction type from the drop-down menu.



3. Click the 'Upload From File' link.



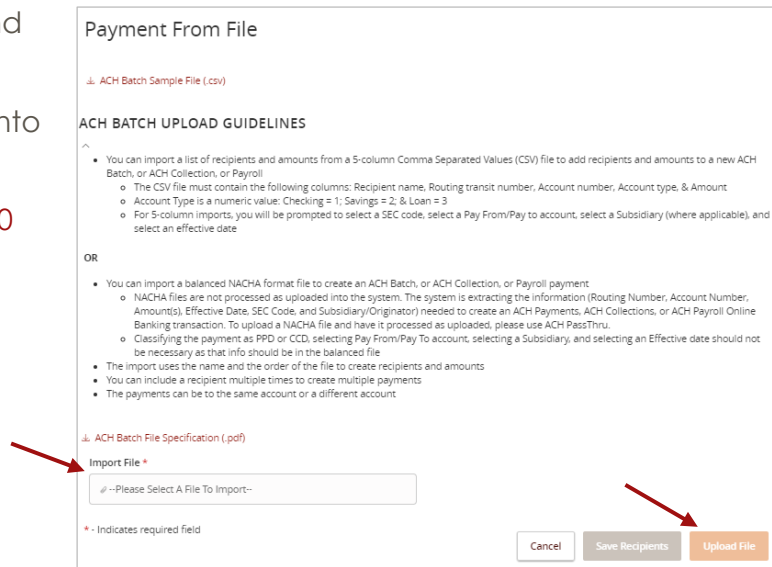
Questions? Call Treasury Support 972-349-6195

- Click the 'Mapping Actions' menu option to utilize a pre-existing mapping format.
- Select the 'Use' option and then 'Select a File to Import'.

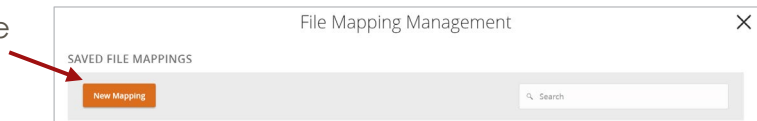


- Click the field below 'Import File' and select the file to import.
- Click 'Upload File' to import the file into Digital Banking.

NOTE: File Mapping is limited to 1,000 transactions.



- If a new file map is needed, click the 'New Mapping' button, and select the file to be imported.



Questions? Call our customer support.
 Phone: 833-VERITEX (833-837-4839) or 469-443-9912

ACH Transaction Creation

9. Confirm the file delimiter and indicate whether the file contains column headers.
10. Click 'Continue' when done.

Upload Wizard

File Set-up | **File Mapping** | Review

How is your data separated?
 Delimited
 Fixed Width

What separates your data?
 Comma
 Tab
 Colon
 Semi-Colon
 Other

Your uploaded data: AchBatch-sample (10).csv (Showing 2 of 2 rows) First row contains column headers

Column_1	Column_2	Column_3	Column_4	Column_5
ACH Recipient	062203984	123456789	1	10
Another Recipient	062203984	987654321	2	25

Cancel Continue

11. Designate the 'System Field' for each column to be mapped and then click 'Continue'.

Upload Wizard

File Set-up | **File Mapping** | Review

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
Column_1	ACH Recipient	Recipient: ACH Name	Ready
Column_2	062203984	Recipient: Routing Number	Ready
Column_3	123456789	Recipient: Account Number	Ready
Column_4	1	Recipient: Account Type	Ready
Column_5	10	--Do Not Map--	

Back Cancel Continue

12. Indicate whether to save the mapping instructions. If 'Yes', enter the desired 'Mapping Instruction Name'.
13. Indicate whether the file mapping should be private or shared. Click 'Finish' when done.

Upload Wizard

File Set-up | File Mapping | **Review**

Review Selected File Mappings

Uploaded File Header	System Field	Would you like to save these file mapping instructions?
Column_1	Recipient: ACH Name	<input checked="" type="radio"/> Yes
Column_2	Recipient: Routing Number	<input type="radio"/> No
Column_3	Recipient: Account Number	<input type="radio"/> No
Column_4	Recipient: Account Type	<input type="radio"/> No

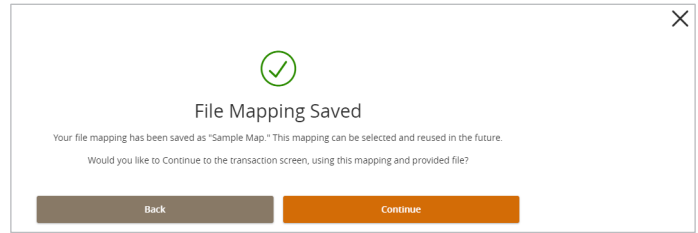
Mapping Instruction Name: Sample Map

Do you want this File Mapping to be Private or Shared?
 Private
 Shared

Back Cancel Finish

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NOTE: If saved, the newly created map will now be listed on the screen for future use.



Mapping Instruction Name	Mapping Type	
NACHA	System Standard	⋮
5-Column-CSV	System Standard	⋮
Sample Map	Custom	⋮

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