

SECTION 5 OF 5 · REPORTS & FILE UPLOADS

Uploading a Payment File

Instead of typing recipients one at a time, you can import a list of recipients and amounts from a 5-column CSV file into a new ACH Batch, ACH Collection, or Payroll.

Before You Upload

Your CSV file must include these five columns: Recipient name, Routing transit number, Account number, Account type, and Amount.

- Account type is a number: Checking = 1, Savings = 2, Loan = 3
- For 5-column imports, you'll be asked to select an SEC code, a Pay From or Pay To account, a subsidiary (where applicable), and an effective date

Full guide reference: p. 86.

Create a New File Map: Delimited Files

A file map tells Online Banking which column holds which piece of information. From the payment screen: Click the **Upload From File** link.

- 1 Click **New Mapping**.
- 2 Select the CSV file you want to upload.
- 3 Select what separates your data (for example, a comma).
- 4 Click **Continue**.
- 5 Map each imported column to a system field.
- 6 Click **Continue**.
- 7 Decide whether to save these mapping instructions.
- 8 (Optional) If you're saving the map, enter a mapping name.
- 9 (Optional) If you're saving the map, choose whether it's private or shared.
- 10 Click **Finish**.
- 11 (Optional) If you saved the map, click **Continue** to return to the transaction screen.

Upload Wizard

File Set-up **File Mapping** Review

How is your data separated?
☒ Delimited

What separates your data?
☒ Comma
☐ Tab
☐ Colon
☐ Semi-Colon
☐ Other:

Your uploaded data: Payroll-sample.csv (Showing 5 of 8 rows) ☒ First row contains column headers

Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
ACN Recipient	62201986	123456789	1	10	Ad51
Another Recipient	62201984	987654321	2	25	Ad52
Employer	1234567	1234567	1	5	Ad53
Gross	890123456	1234567	1	55	Ad54
Net	7890123	1234567	1	52	Ad55

Cancel Continue

The Upload Wizard: file set-up, file mapping, and review.

Upload Wizard

File Set-up File Mapping **Review**

Review Selected File Mappings

Uploaded File Header	System Field
Column_1	Recipient Display Name
Column_2	Recipient Routing Number
Column_3	Recipient Account Number
Column_4	Recipient Account Type
Column_5	Recipient Amount
Column_6	Recipient Addendum

Would you like to save these file mapping instructions?
☐ No
☒ Yes

Mapping Instruction Name

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

Back Cancel Finish

Review your mapping, then choose whether to save it.

Full guide reference: pp. 86-88.

Create a New File Map: Fixed Width

From the payment screen: Click the **Upload From File** link.

- 1 Click **New Mapping**.
- 2 Select the file you want to upload.
- 3 (Optional) Enter how many header rows to skip.
- 4 (Optional) Enter how many trailer rows to skip.
- 5 (Optional) Check the box to skip the first row.
- 6 Adjust the column breaks: click a position to add one, or click a line to remove it.
- 7 Click **Continue**.
- 8 Map each imported column to a system field.
- 9 Click **Continue**.
- 10 Decide whether a decimal needs to be inserted into the amount.
- 11 Decide whether to save these mapping instructions.
- 12 (Optional) If you're saving the map, enter a mapping name and choose private or shared.
- 13 Click **Finish**.
- 14 (Optional) If you saved the map, click **Continue** to return to the transaction screen.

Upload Wizard

1 File Set-up 2 File Mapping 3 Review

How is your data separated?

☐ Delimited

☒ Fixed Width

Header Rows to Skip: 0

Trailer Rows to Skip: 0

Adjust the column breaks:

CREATE column breaks by clicking on a desired position.
DELETE column breaks by clicking on a desired line.

Your uploaded data: 05/27/2014FileSample.txt (Showing 5 of 5 rows)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

Cancel Continue

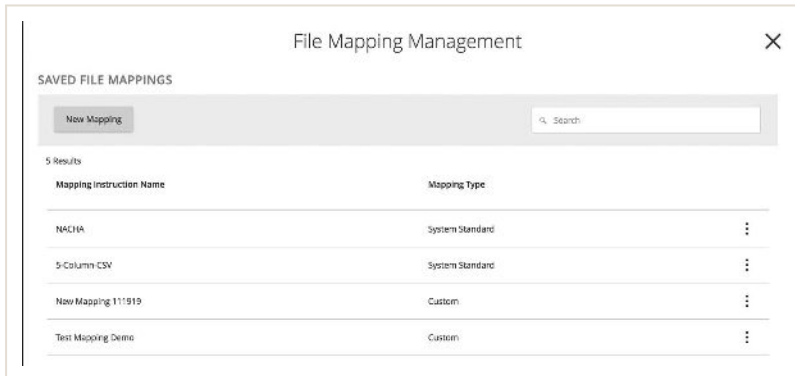
Fixed width: set header and trailer rows, then adjust the column breaks.

Full guide reference: pp. 89-91.

Use, Edit, or Delete a Saved File Map

From the payment screen: Click the **Upload From File** link. Your saved maps appear in the list.

- 1 **To use a map:** open the three-dot menu, select **Use**, then select the CSV file to upload.
- 2 **To edit a map:** open the three-dot menu, select **Edit**, make your changes, and click **Save**.
- 3 **To delete a map:** open the three-dot menu, select **Delete**, then click **Delete Mapping**.



The screenshot shows a window titled "File Mapping Management" with a close button (X) in the top right. Below the title is a section labeled "SAVED FILE MAPPINGS". Inside this section, there is a "New Mapping" button on the left and a search bar on the right. Below these is a table with 5 results. The table has two columns: "Mapping Instruction Name" and "Mapping Type". Each row in the table has a three-dot menu icon on the right side.

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column CSV	System Standard
New Mapping 11/19/19	Custom
Test Mapping Demo	Custom

Saved file maps, with the actions menu on each row.

Full guide reference: pp. 92-94.