# ACH File Import

NOTE: Supported file types include the following:

- Single-batch NACHA formatted file containing an SEC Class Code of either PPD (Prearranged Payment and Deposit to or from a consumer account) or CCD (Cash Concentration and Disbursement to or from a business account).

- 5-Column CSV File

1. Select the **Send Money** or **Receive Money** menu and then select **Payment Hub**.
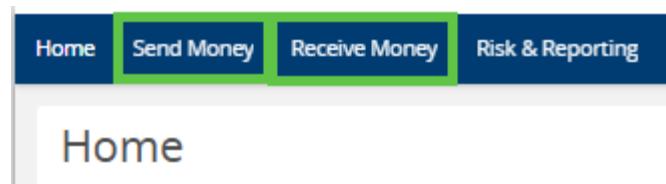
2. Select the desired **Payment Type** from the menu.

Questions? We're here to help.
Email: achnotices@ubt.com Call: 402.323.1753

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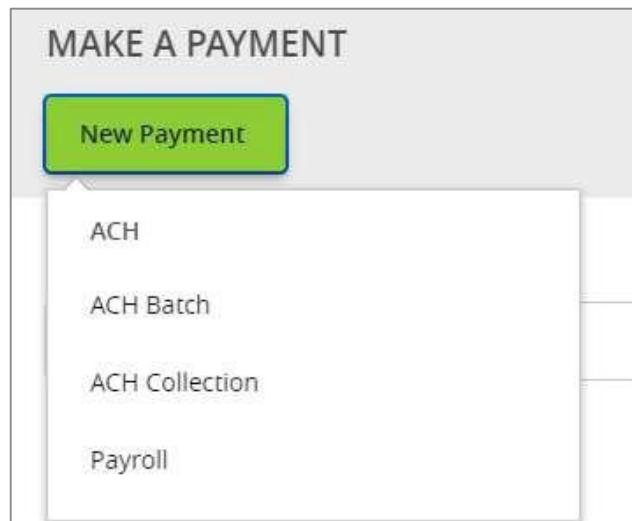
3. Click **Upload From File**.

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard

ACH Batch Change Type   Upload From File

Origination Details

SEC Code	From Subsidiary	Account
----Select a SEC Code----	Search by name	SIMPLY FREE PLATINUM 3456

4. Select the appropriate file type.

Upload From File

Account

SIMPLY FREE PLATINUM
3456

5. Select the **Import File** box to select a file to upload. Browse your computer for the file you'd like to upload.

6. Select **Upload File** to upload the selected file into Online Banking for processing.

NOTE: If the imported file is a 5-Column CSV, a second screen will be presented as part of the process. This screen requests additional information so a complete ACH file can be generated for processing based on the information designated.

7. Select the required fields from the corresponding drop-down menu.

   a. SEC Code

   b. Pay From/Pay To account

   c. Company/Subsidiary

   d. Effective Date

8. Review the information on the screen for accuracy and then select **Approve** to authorize the payment or **Draft** to only draft.

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, 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

ACH Batch File Specification (.pdf)

Import File *

AchBatch-sample.csv

* - Indicates required field

[Cancel] [Save Recipients] [Upload File]

Payment From File - Additional Information

SEC Code

----Select a SEC Code----

Pay From/Pay To

SIMPLY FREE PLATINUM
3456

Company / Subsidiary

----Select A Subsidiary:---

Effective Date

Recipients

Name	Routing	Account	Account Type	Amount	Addenda
ACH Recipient	062203984	123456789	Checking	$10.00	
Another Recipient	062203984	987654321	Savings	$25.00	

Total Amount: $35.00 To 2 recipients

[Back] [Draft] [Approve]

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