

Quick Guide ACH File Import

This information is intended to assist with importing an ACH File.

From the “Payment & Transfers” Tab, Select “ACH Payments”:

PAYMENTS & TRANSFERS

Payment Activity

ACH Payments

Select “Transaction Imports” on the left hand side of the screen:

Payments & Transfers

Payment Activity

ACH Payments

Create Batch

Manage Batch Templates

Transaction Import

Under “Data Import: ACH Transaction Import” next to the “NACHA ACH Transfer Import” option, click “Upload”:

Data Import : ACH Transaction Import

| File Maps | Is Active | |
|-------------------------------------|--|---------------------------------------|
| <i>ED1820 ACH Transfer Import</i> | <input type="button" value="Set as Active"/> | <input type="button" value="Upload"/> |
| <i>ISO20022 ACH Transfer Import</i> | <input type="button" value="Set as Active"/> | <input type="button" value="Upload"/> |
| <i>NACHA ACH Transfer Import</i> | <input type="button" value="Set as Active"/> | <input type="button" value="Upload"/> |

Browse for your file from its saved location on your computer.

Data Import : ACH Transaction Import

* Select File



Select "Upload File" and complete the One Time Pin (OTP) and Passcode process. Please refer to the OTP Quick Guide for additional assistance.

A "File Load Successful Validation" report will display with a warning that **dual approval is required**.

File Load Successful Validation

| | | |
|----------------------------|-------------------------|----------------------------|
| | Report Date/Time | Oct 9, 2019 1:54:25 PM PDT |
| | Filename | Payroll Test.txt |
| | Batch ID | 20191009-487 |
| | File Size | 950 bytes |
| | Critical Items | 0 |
| Informational Items | 15 | |
| Warning Items | 1 | |

| Transmission Data | | |
|---|--------------------------------|--|
| Receiving Bank | Heritage Bank of Commerce CERT | |
| Transmitting Company | Heritage123Corp | |
| Transmitting User | pasicn | |
| Received Date/Time | Oct 9, 2019 1:54:25 PM PDT | |
| Data Validation and Processing Service ID | ACHPAYMENTSIMPORT | |
| Upload Method | Web | |
| Status | Complete | |

| | | |
|----------------------------|-------------|--|
| Oct 9, 2019 1:54:25 PM PDT | Information | Skipping fingerprint check |
| Oct 9, 2019 1:54:25 PM PDT | Information | Overridden file mapper specified by user |
| Oct 9, 2019 1:54:25 PM PDT | Information | Using custom file mapper: NachaAchPaymentsImportMapper |
| Oct 9, 2019 1:54:26 PM PDT | Information | ACH File Validation complete. |
| Oct 9, 2019 1:54:27 PM PDT | Information | Detected 0 ACH Debits as offset transactions. |
| Oct 9, 2019 1:54:27 PM PDT | Information | Detected 0 ACH Credits as offset transactions. |
| Oct 9, 2019 1:54:43 PM PDT | Warning | Batch ACH-00000451 requires approval. |
| Oct 9, 2019 1:54:43 PM PDT | Information | Total ACH transactions found in file: 2 |
| Oct 9, 2019 1:54:43 PM PDT | Information | Created 2 ACH Payments in 1 NACHA-formatted batches |
| Oct 9, 2019 1:54:43 PM PDT | Information | Imported 1 ACH Credits valuing \$1.00 |
| Oct 9, 2019 1:54:43 PM PDT | Information | Imported 0 Prenotes |
| Oct 9, 2019 1:54:43 PM PDT | Information | Imported 0 Zero Dollar Transactions |
| Oct 9, 2019 1:54:43 PM PDT | Information | Imported 1 ACH Debits valuing \$1.00 |
| Oct 9, 2019 1:54:43 PM PDT | Information | Assigned 1 transaction ID |
| Oct 9, 2019 1:54:43 PM PDT | Information | Number of ACH batches requiring approval: 1 |
| Oct 9, 2019 1:54:43 PM PDT | Information | File completed validation |