

Purpose

This learning guide provides detailed instructions on how to import files to support the use of batch templates. To complement this guide, an ACH Import video and job aid are available on Xchange. Also see the Participant Import CSV job aid for support in managing import files.

Contents

Importing ACH Files 2

 Access ACH Import..... 2

 Create a Participant Import Template 4

 Editing Participant Import Templates 7

 Deleting Participant Import Templates..... 9

Import Participants from a CSV File 10

 Import Participants 10

 Edit ACH Participants..... 13

 Delete ACH Participants..... 13

 Delete Multiple ACH Participants..... 15

 Add Participants..... 14

Import Templates and Participants from a NACHA File 16

Import a non-NACHA File 23

 Accessing ACH Import Non-NACHA 23

 Importing Non-NACHA Files..... 24

 Import File – New Template Page 28

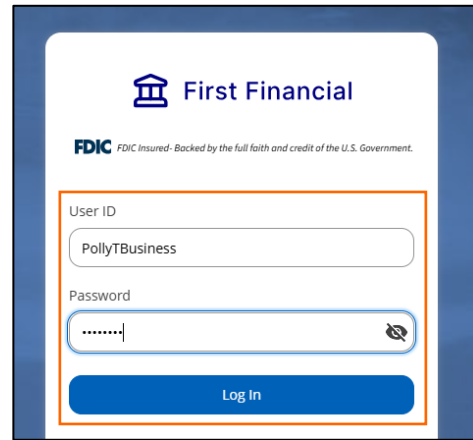
Key Points to Remember 37

Importing ACH Files

The ACH Import feature allows you to import data to support the use of batch templates. Participant Import CSV files are used to import multiple participants via an import template to reduce the manual effort needed to create them. A Participant record contains the account information for the individuals who will be added to batch templates for collection or payment ACH transactions.

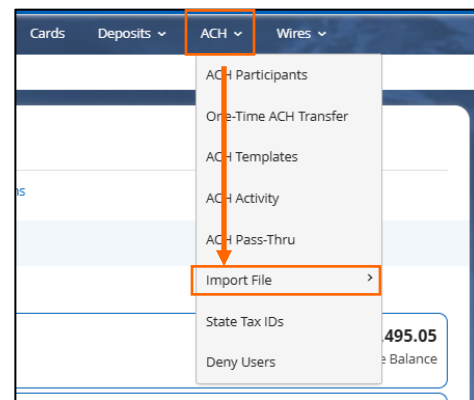
Access ACH Import

1. Log in to the Business Portal: Enter your *User ID* and *Password*, then select the *Continue* button.



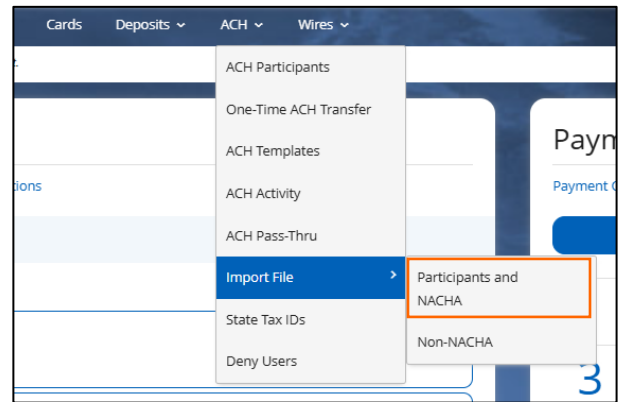
The image shows the login screen for First Financial. At the top is the First Financial logo and the text "FDIC FDIC Insured - Backed by the full faith and credit of the U.S. Government." Below this are two input fields: "User ID" with the text "PollyTBusiness" and "Password" with masked characters ".....". A blue "Log In" button is at the bottom. An orange rectangle highlights the User ID, Password, and Log In button area.

2. Select the *ACH* tab. Then Select *Import File* from the menu.

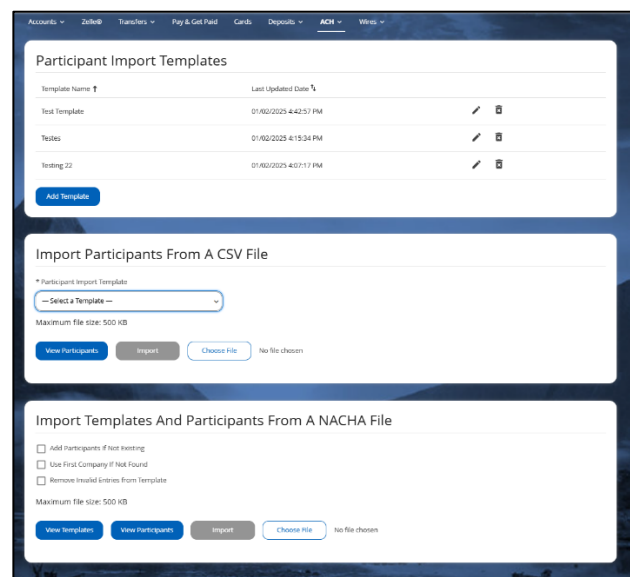


ACH Import

3. Select *Participants and NACHA* from the menu.



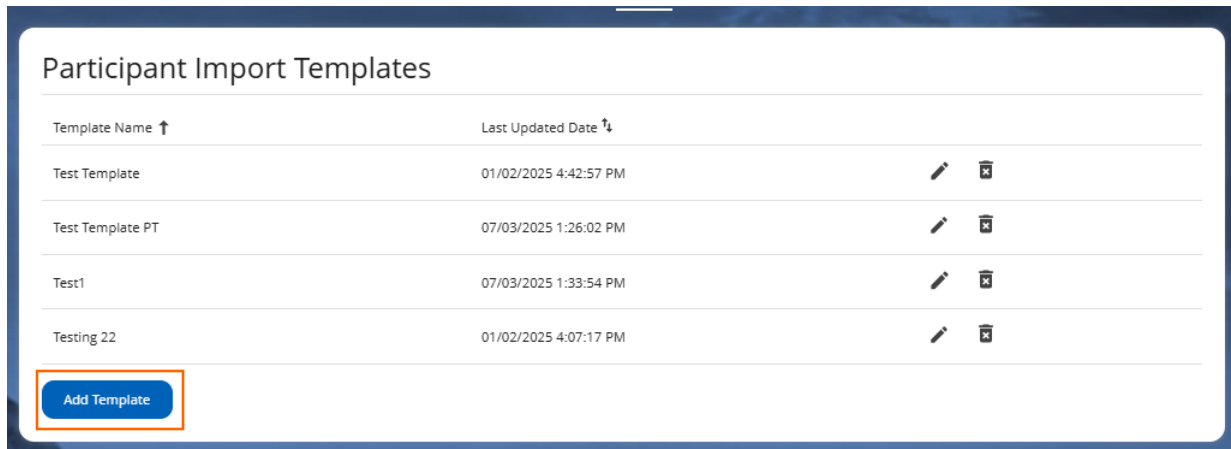
4. The screen displays features to manage ACH Imports including *Participants Import Templates, Import Participants From a CSV File* and *Import Templates and Participants from a NACHA File*.



Create a Participant Import Template

Follow the steps below to create a Participant Import Template.

1. Select the *Add Template* button in the *Participant Import Templates* module.

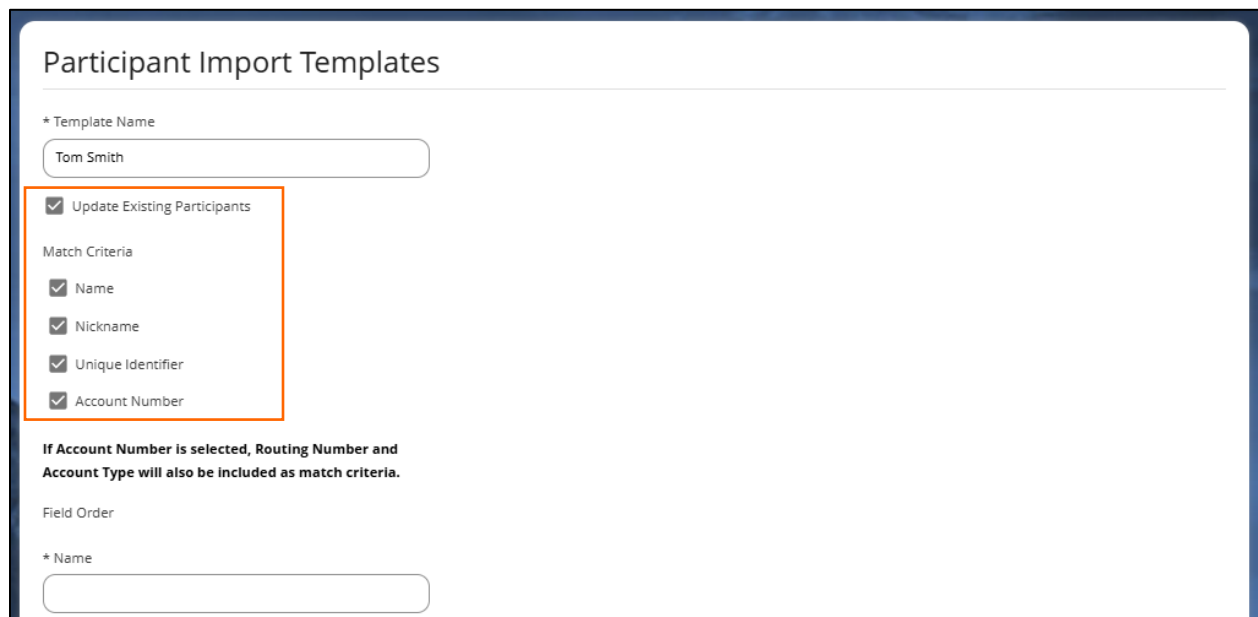


Participant Import Templates

Template Name ↑	Last Updated Date ↑	
Test Template	01/02/2025 4:42:57 PM	 
Test Template PT	07/03/2025 1:26:02 PM	 
Test1	07/03/2025 1:33:54 PM	 
Testing 22	01/02/2025 4:07:17 PM	 

Add Template

2. The *Participant Import Templates* data fields display. The *Match Criteria* section represents the fields that must be matched in the CSV import when updating existing participants.



Participant Import Templates

* Template Name

Tom Smith

☒ Update Existing Participants

Match Criteria

☒ Name

☒ Nickname

☒ Unique Identifier

☒ Account Number

If Account Number is selected, Routing Number and Account Type will also be included as match criteria.

Field Order

* Name

3. Uncheck the *Update Existing Participants* checkbox if you do not want existing participants updated. When you uncheck this box, the *Match Criteria* checkboxes are no longer available.

Participant Import Templates

* Template Name

☐ Update Existing Participants

Field Order

* Name

4. Number each field according to the order of the data separated by commas in the CSV file.

1. Name
2. Nickname
3. Institution Name
4. Routing Number
5. Account Number
6. Account Type
7. Unique Identifier
8. Status
9. Group
10. Discretionary Data

Field Order

* Name

Nickname

Institution Name

* Routing Number

* Account Number

* Account Type

Unique Identifier

* Status

Group

Discretionary Data

5. Select the Save button when complete.

Discretionary Data



See the job aid, *Participant Import CSV*, for details to format the CSV file and the data requirements for each field in a CSV import file. This job aid can be found in the Configure Digital Resources in Xchange

6. The *Participant Import Templates* section will display the created template.

Participant Import Templates		
Template Name ↑	Last Updated Date ↑	
Test Template	01/02/2025 4:42:57 PM	 
Test1	07/03/2025 1:33:54 PM	 
Testing 22	01/02/2025 4:07:17 PM	 
Tom Smith	07/03/2025 2:41:35 PM	 
Add Template		

Editing Participant Import Templates

1. Select the *Pencil* icon beside the template to edit a template

Participant Import Templates

Template Name ↑	Last Updated Date ↑↓	
Test Template	01/02/2025 4:42:57 PM	 
Test Template PT	07/03/2025 1:26:02 PM	 
Test1	07/03/2025 1:33:54 PM	 
Testing 22	01/02/2025 4:07:17 PM	 

Add Template

ACH Import

2. Update the information in the appropriate data entry field.

* Template Name

Test Template PT

☒ Update Existing Participants

Match Criteria

☒ Name

☒ Nickname

☒ Unique Identifier

☒ Account Number

If Account Number is selected, Routing Number and Account Type will also be included as match criteria.

Field Order

* Name

1

Nickname

2

Institution Name

3

* Routing Number

4

* Account Number

5

* Account Type

6

Unique Identifier

7

* Status

8

Group

9

Discretionary Data

10

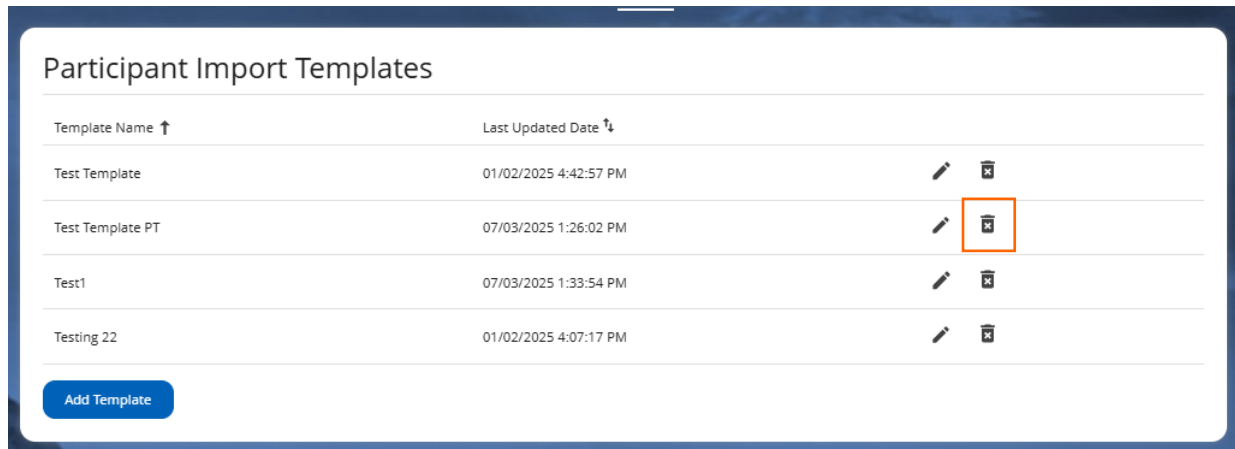
3. Select the Save button when complete.



A dialog box titled "Discretionary Data" with a text input field and two buttons: "Cancel" and "Save". The "Save" button is highlighted with an orange border.

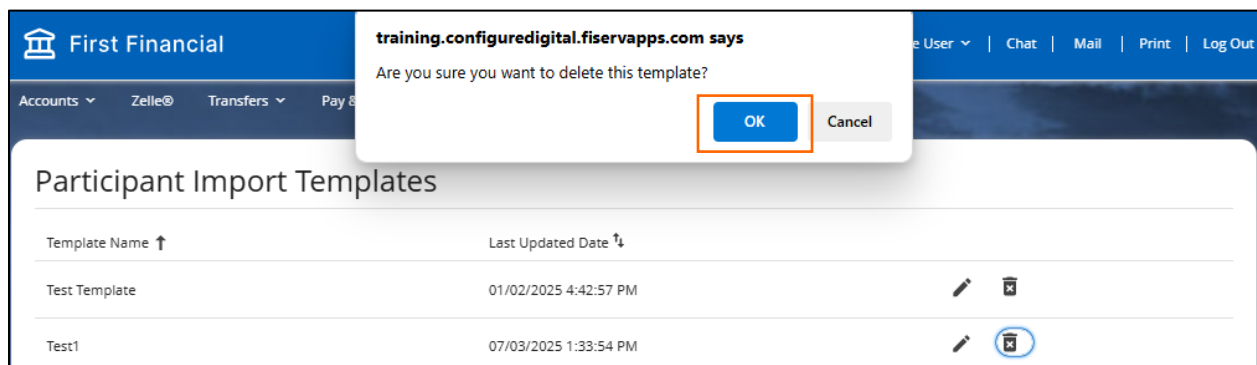
Deleting Participant Import Templates

1. Select the *Trashcan* icon to delete a Participant Import Template.



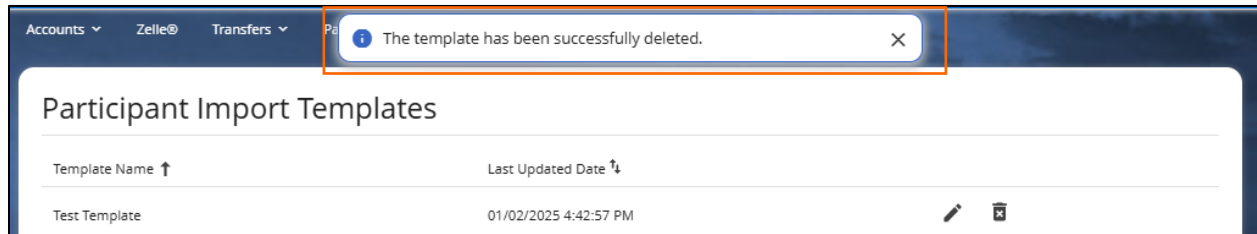
A screenshot of the "Participant Import Templates" screen. It shows a table with columns "Template Name" and "Last Updated Date". The table lists five templates: "Test Template", "Test Template PT", "Test1", and "Testing 22". Each row has a trashcan icon in the rightmost column. The trashcan icon for "Test Template PT" is highlighted with an orange border. There is an "Add Template" button at the bottom left.

2. Select OK to confirm the deletion of the template.



A screenshot of the "Participant Import Templates" screen with a confirmation dialog box overlaid. The dialog box is titled "training.configuredigital.fiservapps.com says" and asks "Are you sure you want to delete this template?". It has two buttons: "OK" and "Cancel". The "OK" button is highlighted with an orange border. The background screen shows the same table as the previous screenshot, but the trashcan icon for "Test1" is now highlighted with a blue circle.

3. A message confirms the successful deletion of the template.

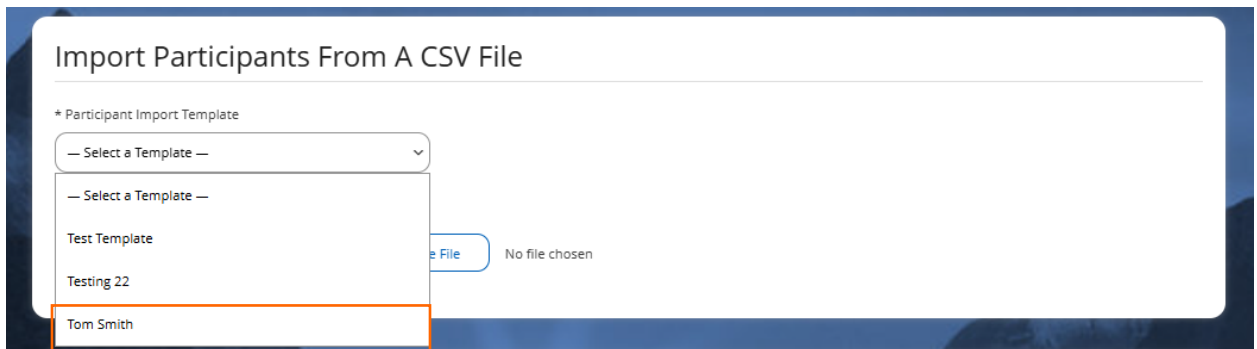


Import Participants from a CSV File

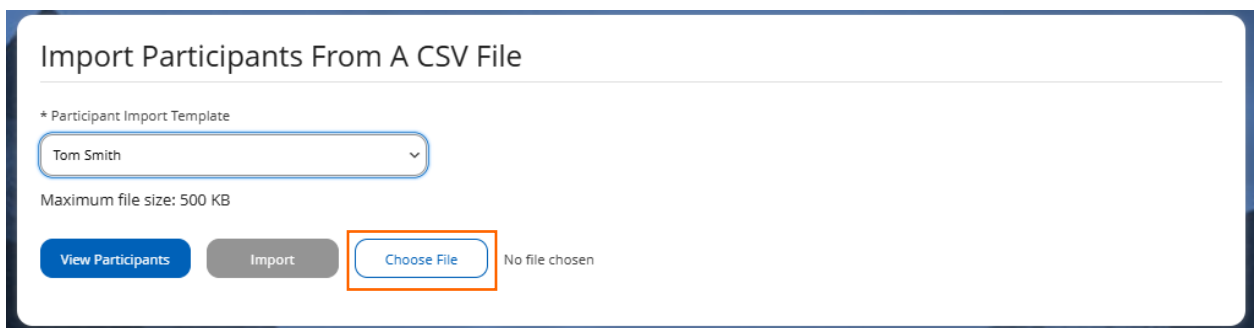
Follow the steps below to import participants from a CSV file:

Import Participants

1. Select the template to import from the *Participant Import Template* dropdown menu.

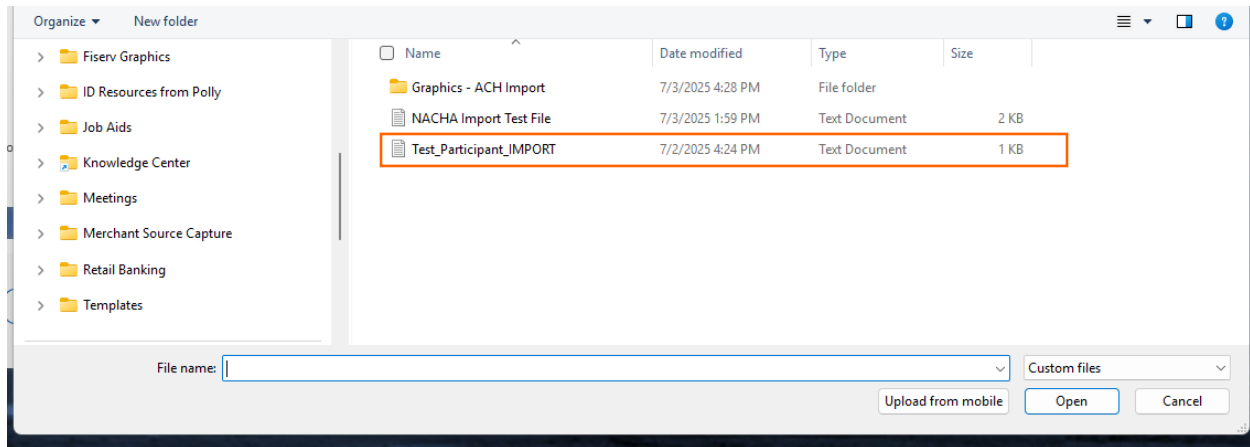


2. Select the *Choose File* button.

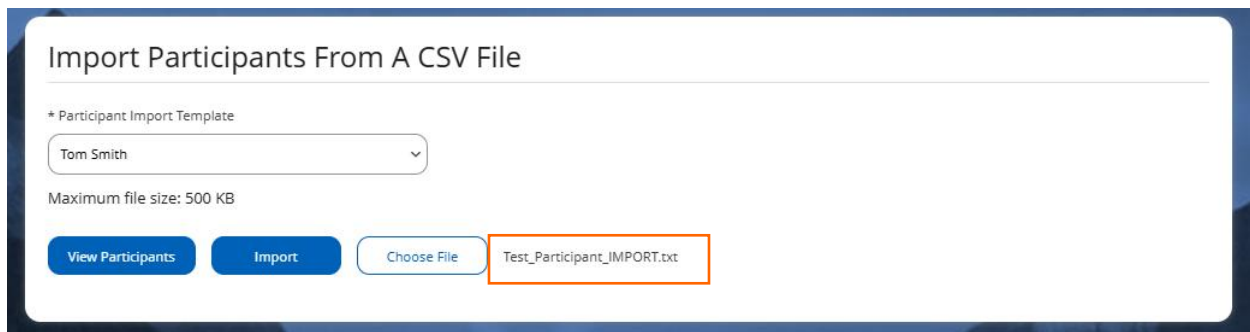


ACH Import

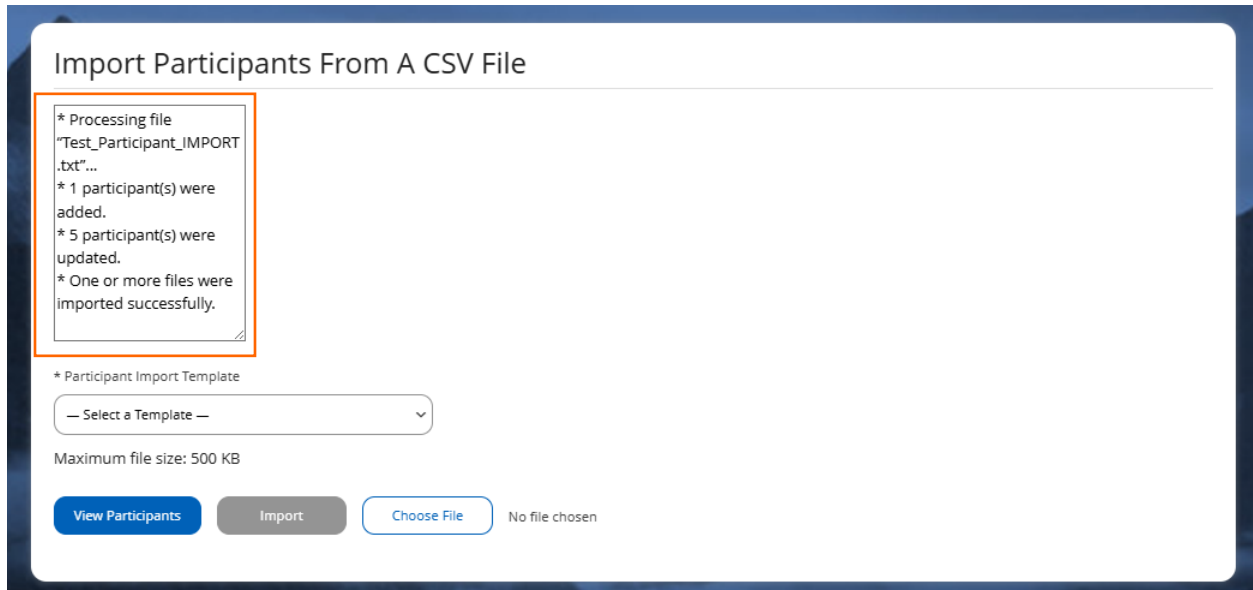
- Find the file on your device and select it. Then select *Open*.



- The file name will be displayed beside the *Choose File* button. Select the *Import* button.



5. A confirmation message will be displayed in a dialog box and includes the number of participants imported. If there are errors with the uploaded file, an error message displays. .



Import Participants From A CSV File

* Processing file
"Test_Participant_IMPORT
.txt"...

* 1 participant(s) were
added.

* 5 participant(s) were
updated.

* One or more files were
imported successfully.

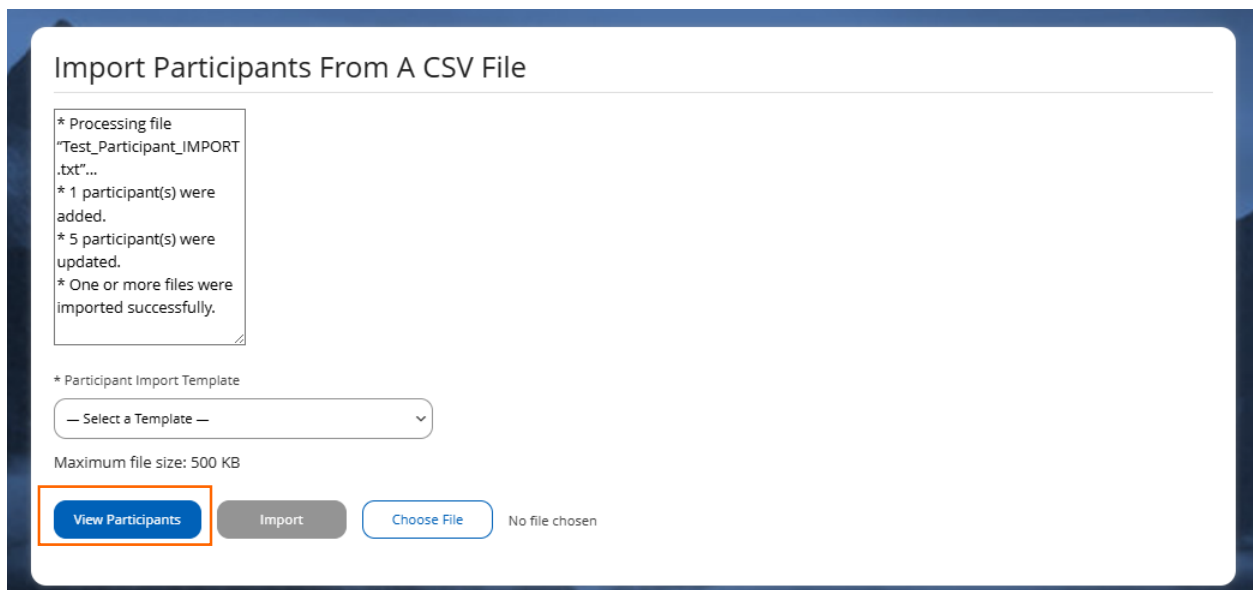
* Participant Import Template

— Select a Template —

Maximum file size: 500 KB

[View Participants](#) [Import](#) [Choose File](#) No file chosen

6. Select the *View Participants* button to see participants updated on the *ACH Participants* view.



Import Participants From A CSV File

* Processing file
"Test_Participant_IMPORT
.txt"...

* 1 participant(s) were
added.

* 5 participant(s) were
updated.

* One or more files were
imported successfully.

* Participant Import Template

— Select a Template —

Maximum file size: 500 KB

[View Participants](#) [Import](#) [Choose File](#) No file chosen

ACH Import

- Review the participants list to confirm the addition of new participants. Select the *Created* column heading to filter the participants by the most recently added participants.

ACH Participants								
☐ Show Search Options								
☐	Nickname ↑	Unique Identifier ↑	Created ↑	Group ↑	Account Number	Routing Number ↑	Account Type ↑	Status ↑
☐	AntMan5	AM_127	07/03/2025 4:01 PM	TESTING GROUP	x5625	321177586	Savings	Active
☐	AquaMan5	6494acfd-2e22-4	12/19/2024 2:50 PM	TESTING GROUP	x5625	121000358	Savings	Active
☐	BatMan1	23fabcc28-7d9b-4	12/19/2024 2:50 PM	TESTING GROUP	x5621	121202211	Savings	Active
		01/02/2025						

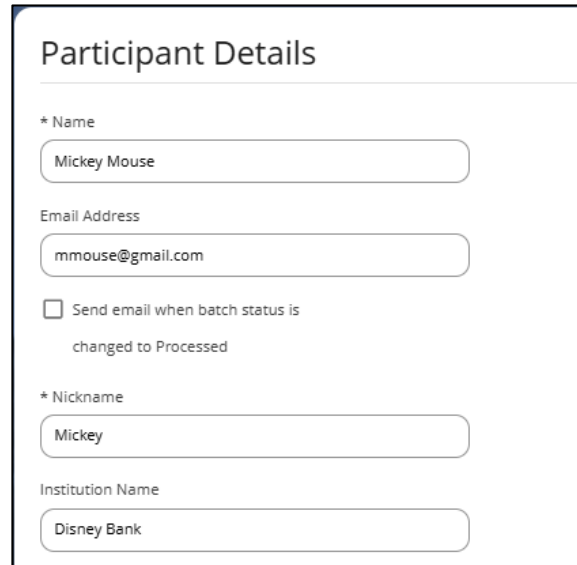
Edit ACH Participants

Follow the steps below to edit an ACH participant:

- Select the *Pencil* icon beside the participant to edit.

☐	Islede	12345	06/05/2025 1:36 PM		x1012	053101273	Checking	Active		
☐	Mickey	DB_MM_1	07/03/2025 4:26 PM	Famous Bankers	x3210	987654321	Checking	Active		
☐	Sloan Banker	030716	11/13/2024 10:33 AM	Employee	x6810	114900685	Checking	Active		
☐	SuperMan2	be6b98da-04a7-4	12/19/2024 2:50 PM	TESTING GROUP	x5622	322271627	Savings	Active		

2. Edit the information to update in the appropriate field on the *Participants Details* screen.



Participant Details

* Name
Mickey Mouse

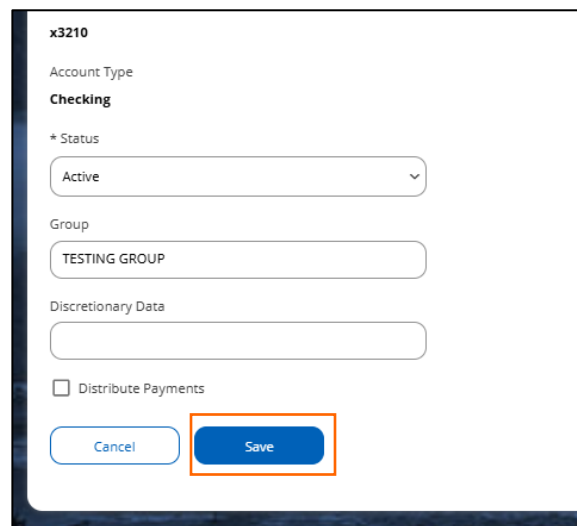
Email Address
mmouse@gmail.com

☐ Send email when batch status is changed to Processed

* Nickname
Mickey

Institution Name
Disney Bank

3. Select the Save button.



x3210

Account Type
Checking

* Status
Active

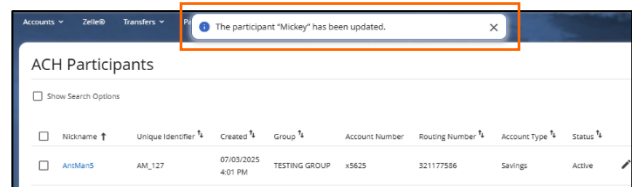
Group
TESTING GROUP

Discretionary Data

☐ Distribute Payments

Cancel Save

4. A confirmation message displays.



Accounts ▾ Details Transfers ▾

The participant "Mickey" has been updated.

ACH Participants

☐ Show Search Options

☐	Nickname ↑	Unique Identifier ↑	Created ↑	Group ↑	Account Number	Routing Number ↑	Account Type ↑	Status ↑
☐	AmiMand	AM_127	07/03/2025 4:01 PM	TESTING GROUP	x5625	321177596	Savings	Active

Delete ACH Participants

Follow the steps below to delete an ACH participant:

ACH Import

1. Select the *Trashcan* icon to delete a participant.

☐	Isiade	12345	06/05/2025 1:36 PM	x1012	053101273	Checking	Active		
☐	Mickey	DB_MM_1	07/03/2025 4:26 PM	Famous Bankers	x3210	987654321	Checking	Active	
☐	Sloan Banker	030716	11/13/2024 10:33 AM	Employee	x6810	114900685	Checking	Active	
☐	SuperMan2	be6b98da-04a7-4	12/19/2024 2:50 PM	TESTING GROUP	x5622	322271627	Savings	Active	

2. A confirmation message displays. Select *OK* to confirm the deletion of this participant.

☐	AntMan5	AM_127				Savings	Active		
☐	AquaMan5	6494acfd-2e22-4				Savings	Active		
☐	BlackWidow4	BW_126	4:43 PM	TESTING GROUP	x5622	121000358	Savings	Active	
☐	CaptainAmerica2	CA_124	01/02/2025 4:43 PM	TESTING GROUP	x5622	121000358	Savings	Active	

training.configuredigital.fiservapps.com says

Are you sure you want to delete the participant "Mickey"?

OK Cancel

Delete Multiple ACH Participants

Follow the steps below to delete multiple ACH participants at once:

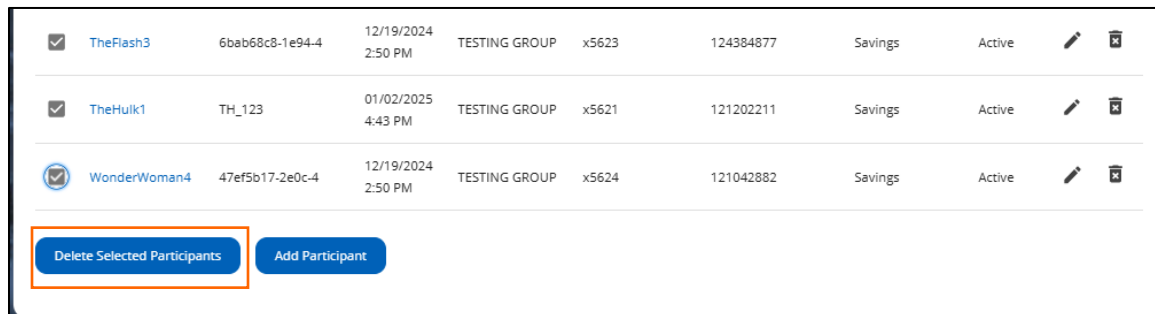
1. Select the Checkbox next to each participant to delete. Select one or more participants.

☒	TheFlash3	6bab68c8-1e94-4	12/19/2024 2:50 PM	TESTING GROUP	x5623	124384877	Savings	Active		
☒	TheHulk1	TH_123	01/02/2025 4:43 PM	TESTING GROUP	x5621	121202211	Savings	Active		
☒	WonderWoman4	47ef5b17-2e0c-4	12/19/2024 2:50 PM	TESTING GROUP	x5624	121042882	Savings	Active		

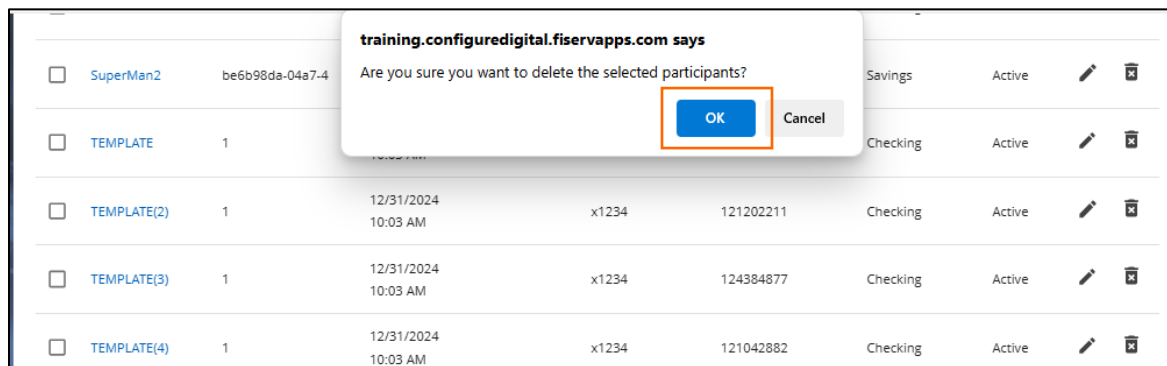
Delete Selected Participants Add Participant

ACH Import

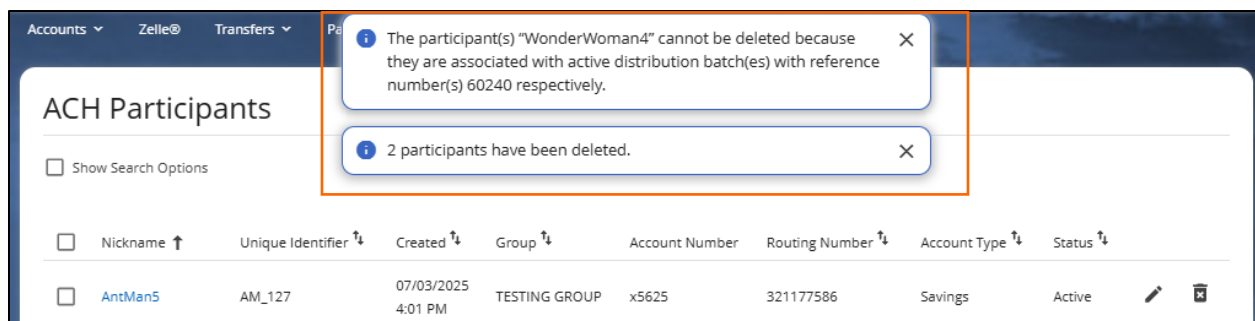
2. Select the *Delete Selected Participants* button



3. A message displays asking to confirm the deletion of the selected participants. Select *OK* to confirm.



4. A message displays denying the request to delete a participant that is associated with active distribution batches. It confirms the deletion of the other 2 participants.



Add Participants

Follow the steps below to add ACH participants:

ACH Import

1. Select the *Add Participants* button to add a participant manually.



☐	TheFlash3	6bab68c8-1e94-4	12/19/2024 2:50 PM	TESTING GROUP	x5623	124384877	Savings	Active		
☐	TheHulk1	TH_123	01/02/2025 4:43 PM	TESTING GROUP	x5621	121202211	Savings	Active		
☐	WonderWoman4	47ef5b17-2e0c-4	12/19/2024 2:50 PM	TESTING GROUP	x5624	121042882	Savings	Active		

Delete Selected Participants **Add Participant**

2. Enter all required participant data in the fields provided

Participant Details

* Name

Email Address

☐ Send email when batch status is changed to Processed

* Nickname

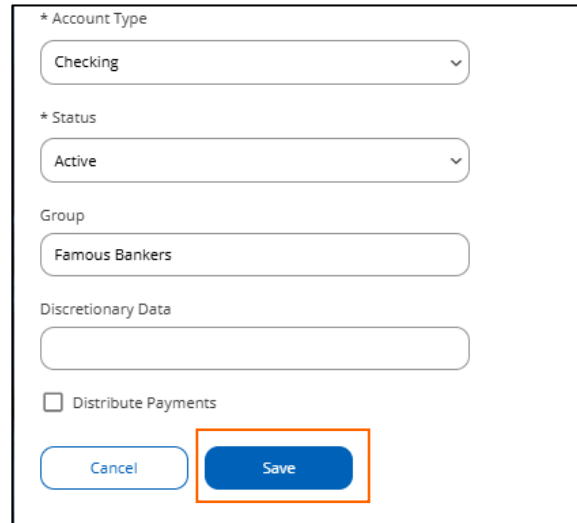
Institution Name

* Routing Number

Unique Identifier

ACH Import

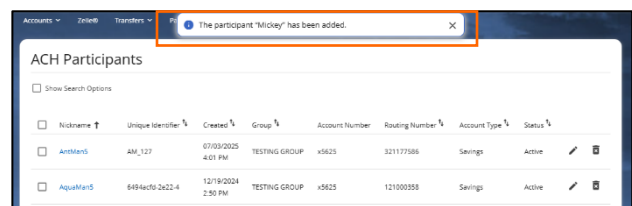
3. Select the Save button.



A screenshot of the ACH Import form. It contains the following fields and controls:

- * Account Type: A dropdown menu with "Checking" selected.
- * Status: A dropdown menu with "Active" selected.
- Group: A text input field containing "Famous Bankers".
- Discretionary Data: A text input field.
- ☐ Distribute Payments: An unchecked checkbox.
- Buttons: "Cancel" and "Save" buttons at the bottom. The "Save" button is highlighted with an orange rectangle.

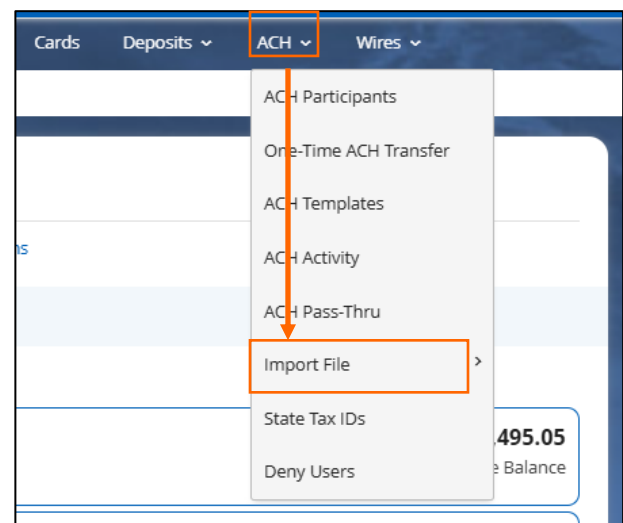
4. A confirmation message displays.



Import Templates and Participants from a NACHA File

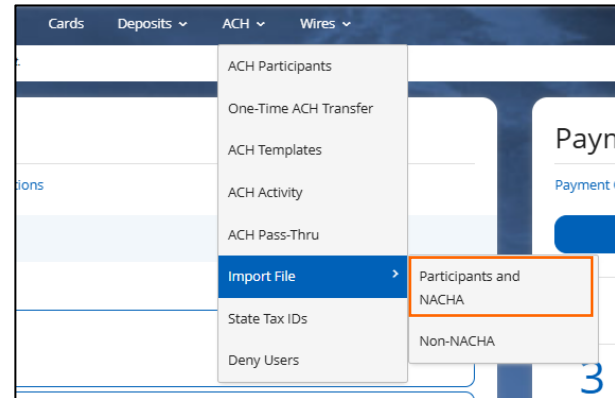
Follow the steps below to import templates and participants from a NACHA File.

1. Select the ACH tab. Then Select *Import File* from the menu.

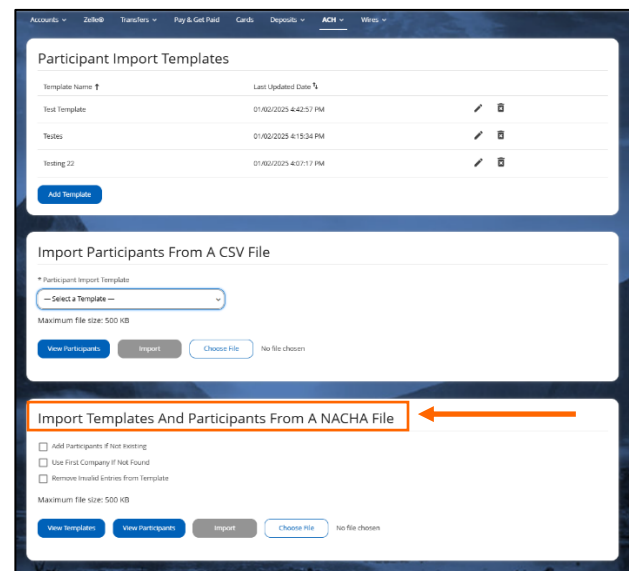


ACH Import

3. Select *Participants and NACHA* from the menu.

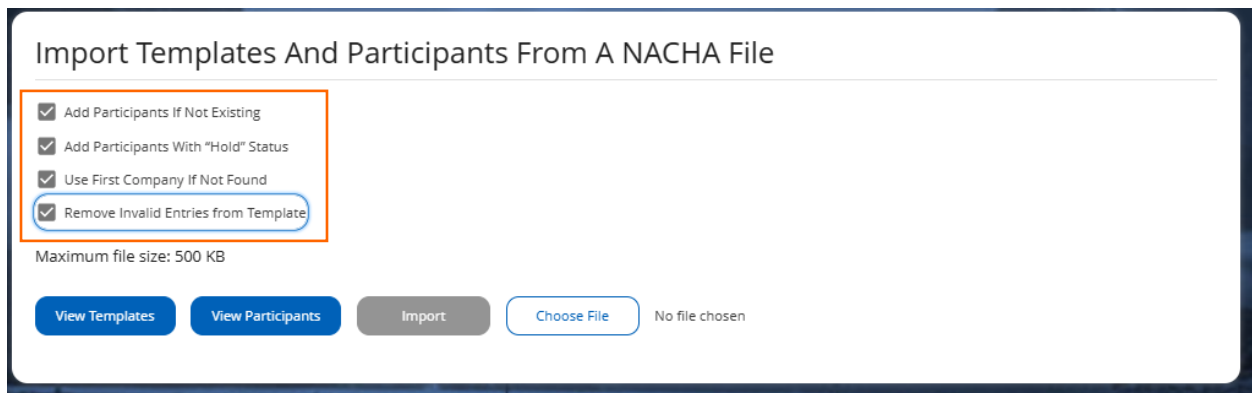


4. Find the *Import Templates and Participants from a NACHA File*.section at the bottom of the screen.



ACH Import

5. Select or unselect the checkboxes as needed:
 - a. Select the *Add Participants if Not Existing* checkbox to add participants that are not included on the file being imported. When this box is checked, the *Add Participants with Hold Status* checkbox shows below it.
 - b. Select the *Add Participants with Hold Status* checkbox if you want to include participants in a hold status, if applicable
 - c. Select the *Use First Company If Not Found* checkbox to pick up the first company found on an account.
 - d. Select *Remove Invalid Entries from Template* to delete invalid entries from the import.



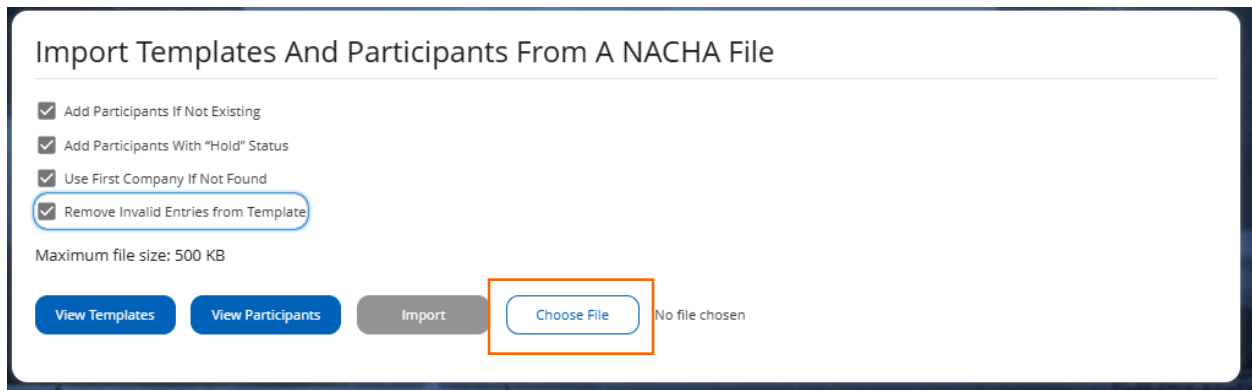
Import Templates And Participants From A NACHA File

☒ Add Participants If Not Existing
☒ Add Participants With "Hold" Status
☒ Use First Company If Not Found
☒ Remove Invalid Entries from Template

Maximum file size: 500 KB

[View Templates](#) [View Participants](#) [Import](#) [Choose File](#) No file chosen

6. Select the *Choose File* button.



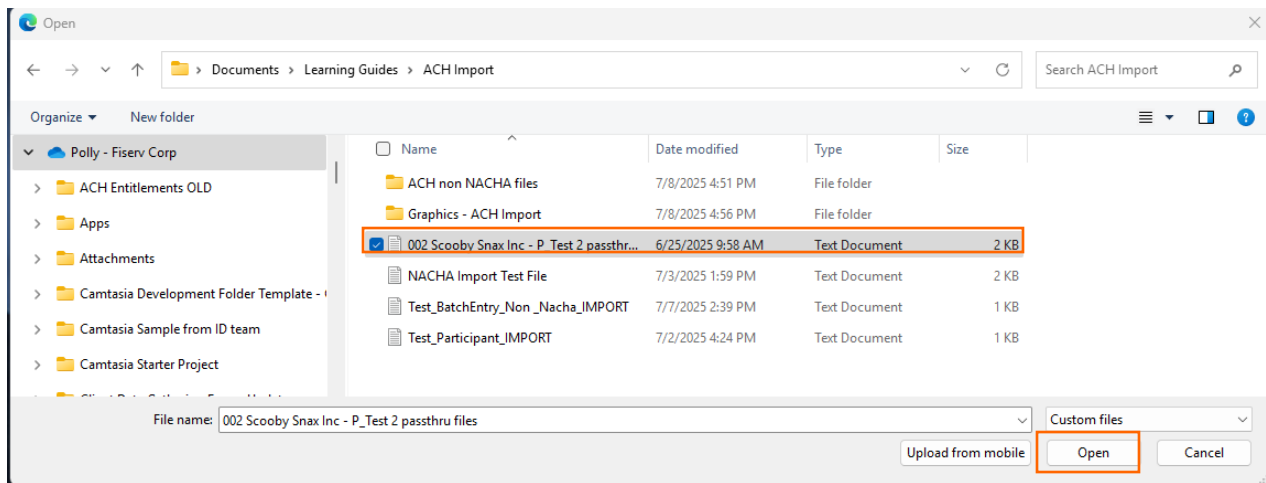
Import Templates And Participants From A NACHA File

☒ Add Participants If Not Existing
☒ Add Participants With "Hold" Status
☒ Use First Company If Not Found
☒ Remove Invalid Entries from Template

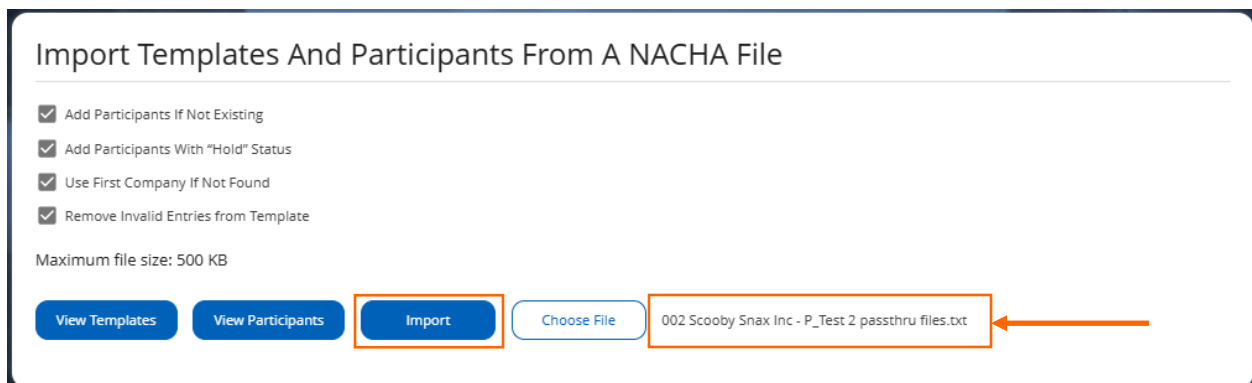
Maximum file size: 500 KB

[View Templates](#) [View Participants](#) [Import](#) [Choose File](#) No file chosen

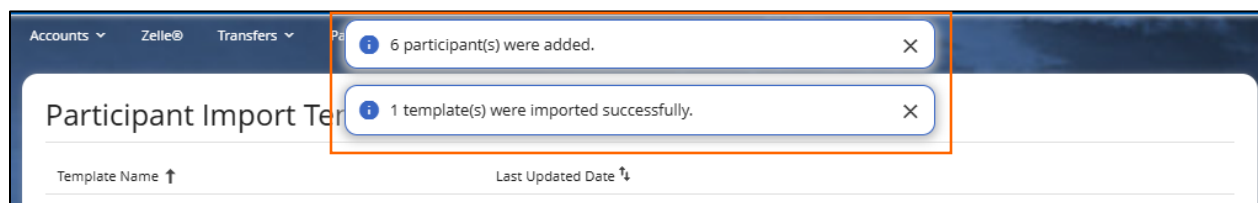
7. Upload the NACHA file from your device.



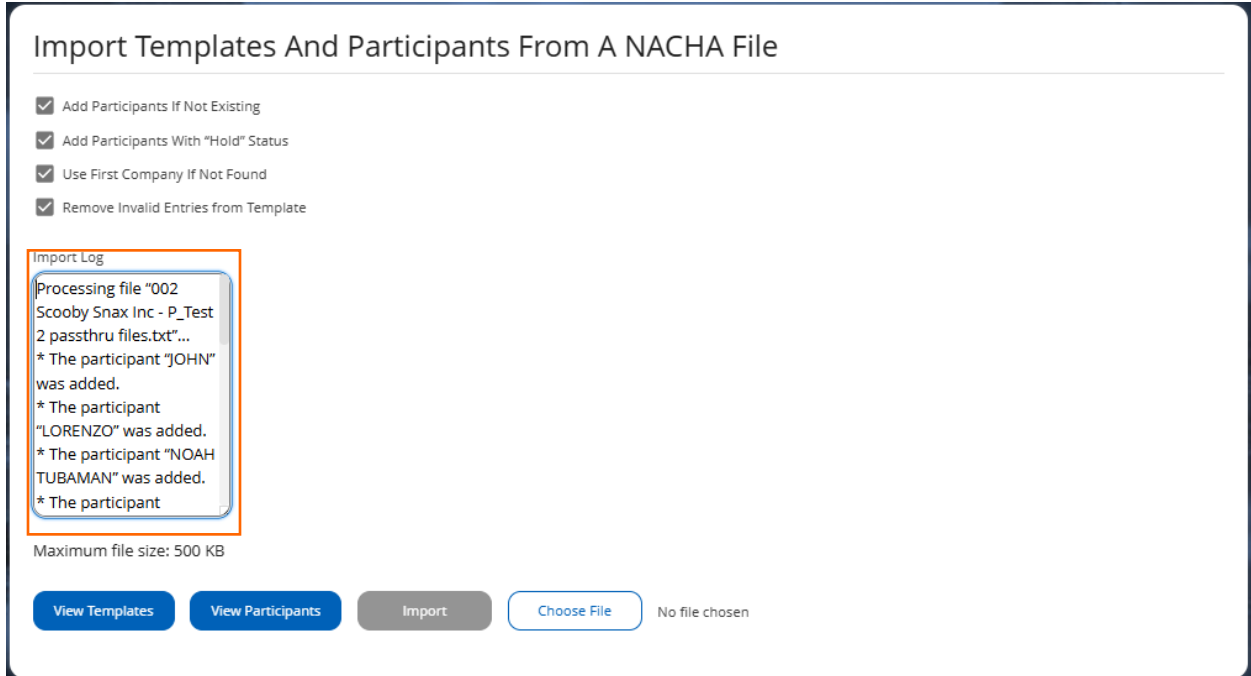
8. The file name will display beside the *Choose File* button. Select the *Import* button.



9. A success message displays at the top of the screen, confirming the number of participants added and templates imported.



10. The dialog box displays information about the imported file in the *Import Templates and Participants From a NACHA File* section. Scroll down in the dialog box to see all the details, including the batch number, number of participants, and number of templates imported.



Import Templates And Participants From A NACHA File

- ☒ Add Participants If Not Existing
- ☒ Add Participants With "Hold" Status
- ☒ Use First Company If Not Found
- ☒ Remove Invalid Entries from Template

Import Log

Processing file "002
Scooby Snax Inc - P_Test
2 passthru files.txt"...
* The participant "JOHN"
was added.
* The participant
"LORENZO" was added.
* The participant "NOAH
TUBAMAN" was added.
* The participant

Maximum file size: 500 KB

[View Templates](#) [View Participants](#) [Import](#) [Choose File](#) No file chosen

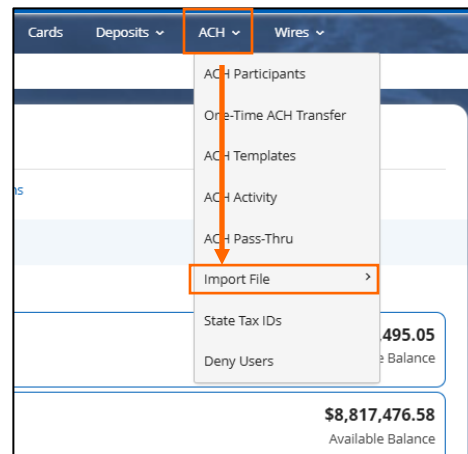
11. Review any errors reported here. Resolve any applicable errors, then repeat steps 5-9.
12. Select *View Templates* to see all the ACH Templates.
13. Select *View Participants* to see all the ACH Participants.

Import a non-NACHA File

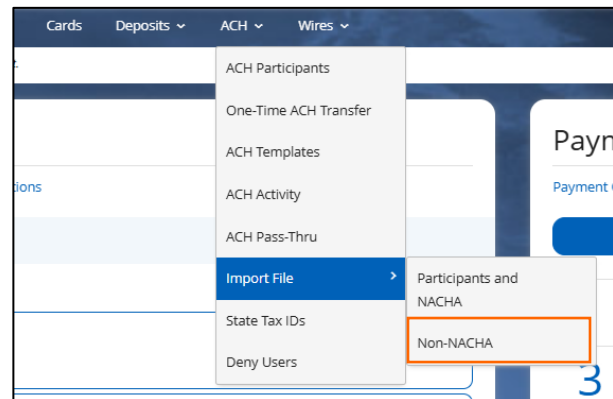
Follow the steps below to import a non-NACHA File.

Accessing ACH Import Non-NACHA

1. Select the *ACH* tab. Then Select *Import File* from the menu.

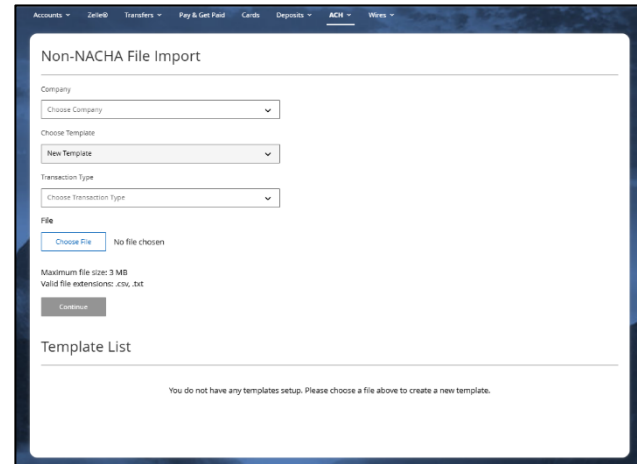


3. Select *Non NACHA* from the menu.



ACH Import

4. The *Non-NACHA File Import* screen displays..

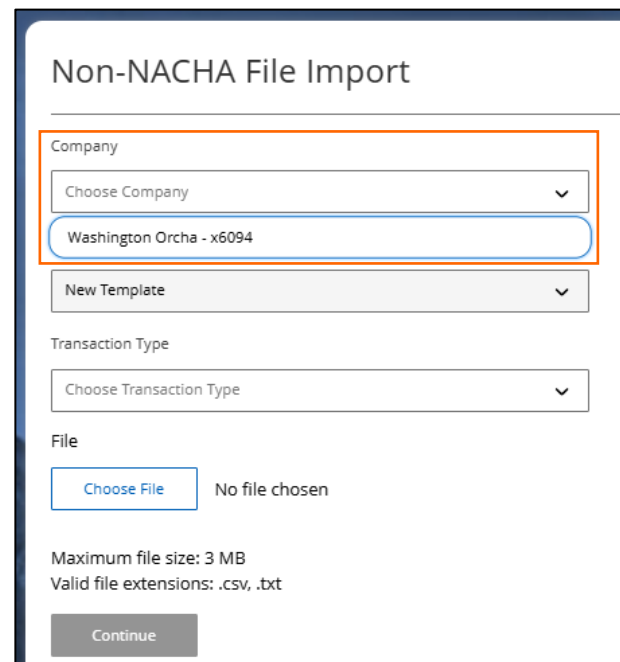


The screenshot shows the 'Non-NACHA File Import' screen. At the top, there is a navigation bar with links: Accounts, Details, Transfers, Pay & Get Paid, Cards, Deposits, ACH, and Wires. The main form contains the following fields and options:

- Company:** A dropdown menu with the text 'Choose Company'.
- Choose Template:** A dropdown menu with the text 'New Template'.
- Transaction Type:** A dropdown menu with the text 'Choose Transaction Type'.
- File:** A section with a 'Choose File' button and the text 'No file chosen'.
- Maximum file size:** 3 MB
- Valid file extensions:** .csv, .txt
- Continue:** A button at the bottom of the form.
- Template List:** A section below the form with the text: 'You do not have any templates setup. Please choose a file above to create a new template.'

Importing Non-NACHA Files

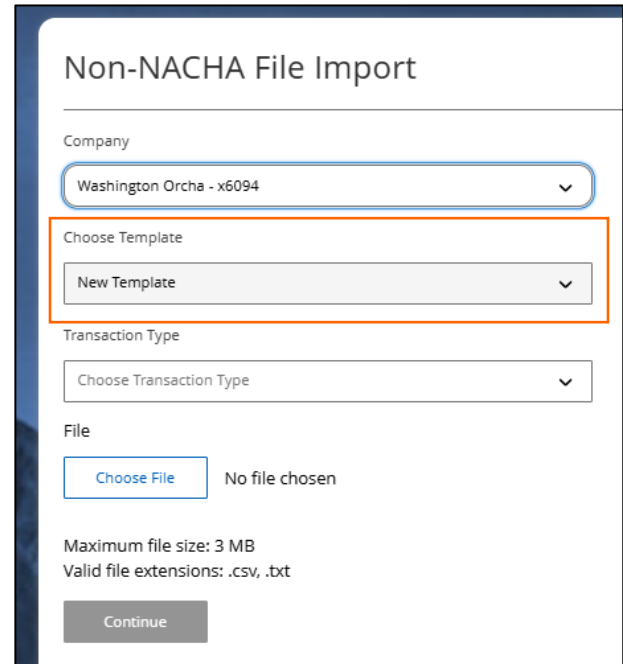
- 1.. Select the company from the *Company* dropdown list.



This screenshot is a closer view of the 'Non-NACHA File Import' screen, highlighting the 'Company' dropdown menu. The dropdown is open, showing a list of companies. The company 'Washington Orcha - x6094' is selected and highlighted with a blue border. The other fields and options remain the same as in the previous screenshot.

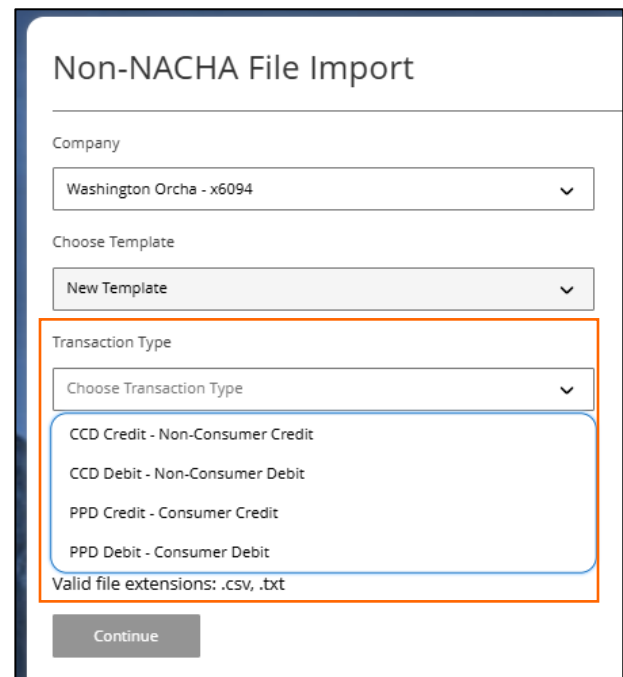
ACH Import

2. Select a template from the *Choose Template* dropdown. **NOTE:** New Template is the default.



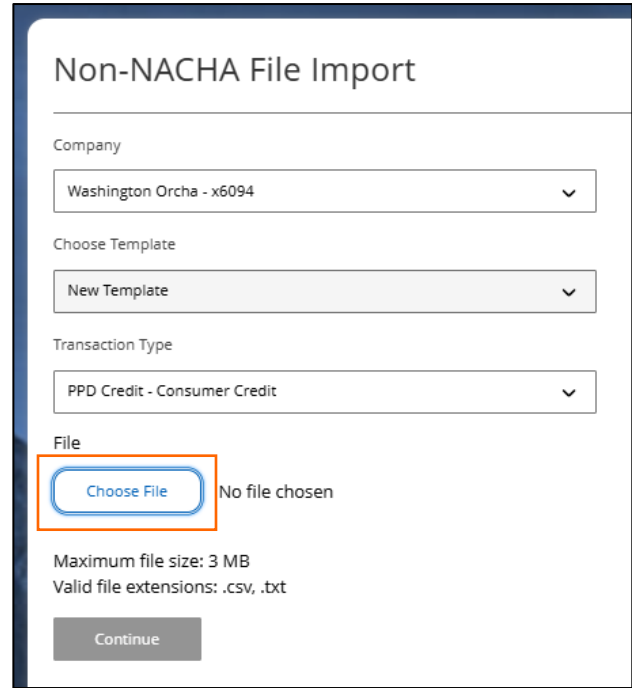
The screenshot shows the 'Non-NACHA File Import' form. The 'Company' dropdown is set to 'Washington Orcha - x6094'. The 'Choose Template' dropdown is highlighted with an orange box and shows 'New Template' as the selected option. The 'Transaction Type' dropdown is set to 'Choose Transaction Type'. The 'File' section has a 'Choose File' button and the text 'No file chosen'. Below this, it states 'Maximum file size: 3 MB' and 'Valid file extensions: .csv, .txt'. A 'Continue' button is at the bottom.

3. Select the transaction type from the *Transaction Type* dropdown menu.



The screenshot shows the 'Non-NACHA File Import' form. The 'Company' dropdown is set to 'Washington Orcha - x6094'. The 'Choose Template' dropdown is set to 'New Template'. The 'Transaction Type' dropdown is highlighted with an orange box and shows a list of options: 'Choose Transaction Type', 'CCD Credit - Non-Consumer Credit', 'CCD Debit - Non-Consumer Debit', 'PPD Credit - Consumer Credit', and 'PPD Debit - Consumer Debit'. Below this, it states 'Valid file extensions: .csv, .txt'. A 'Continue' button is at the bottom.

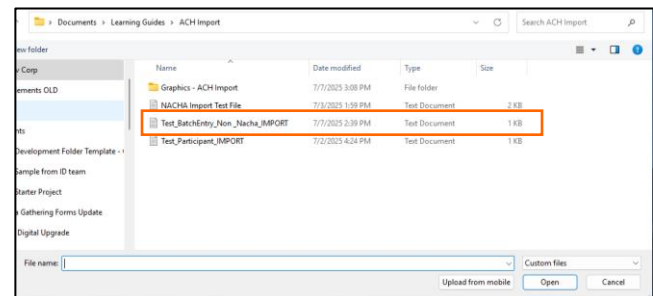
4. Select the *Choose File* button.



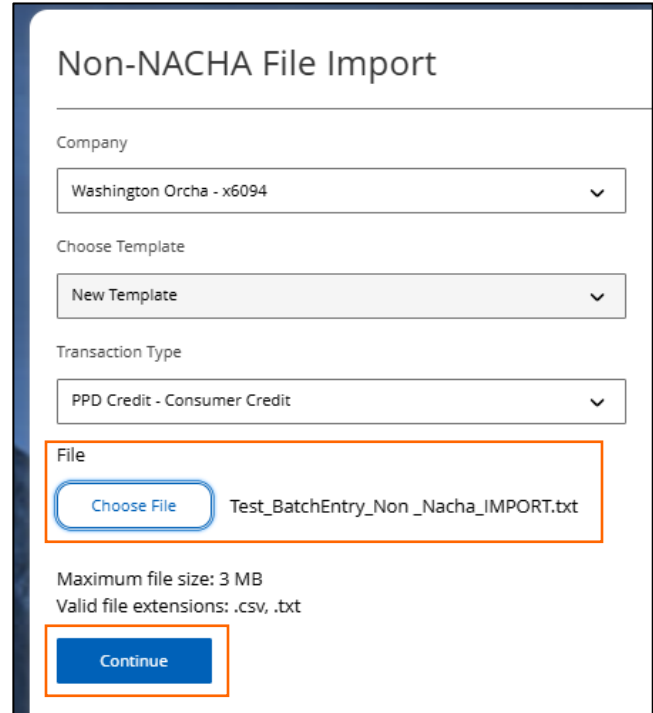
The form is titled "Non-NACHA File Import". It contains several dropdown menus and a file selection section. The "Company" dropdown is set to "Washington Orcha - x6094". The "Choose Template" dropdown is set to "New Template". The "Transaction Type" dropdown is set to "PPD Credit - Consumer Credit". The "File" section has a "Choose File" button highlighted with an orange box and the text "No file chosen" next to it. Below this, it states "Maximum file size: 3 MB" and "Valid file extensions: .csv, .txt". A "Continue" button is at the bottom.

Field	Value
Company	Washington Orcha - x6094
Choose Template	New Template
Transaction Type	PPD Credit - Consumer Credit
File	Choose File (No file chosen)

5. Upload the non-NACHA file from your device.



- The file name will display beside the *Choose File* button. Select the *Continue* button to import the file.



Non-NACHA File Import

Company
Washington Orcha - x6094

Choose Template
New Template

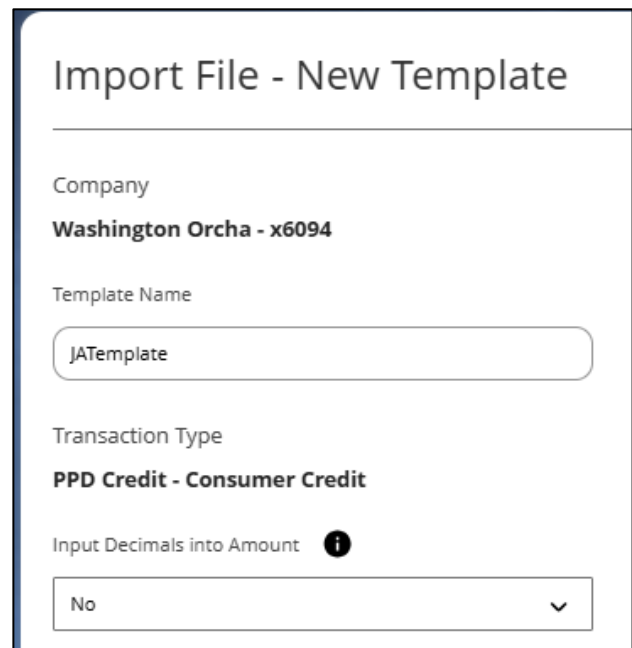
Transaction Type
PPD Credit - Consumer Credit

File
[Choose File](#) Test_BatchEntry_Non_Nacha_IMPORT.txt

Maximum file size: 3 MB
Valid file extensions: .csv, .txt

[Continue](#)

- The *Import File – New Template* screen displays



Import File - New Template

Company
Washington Orcha - x6094

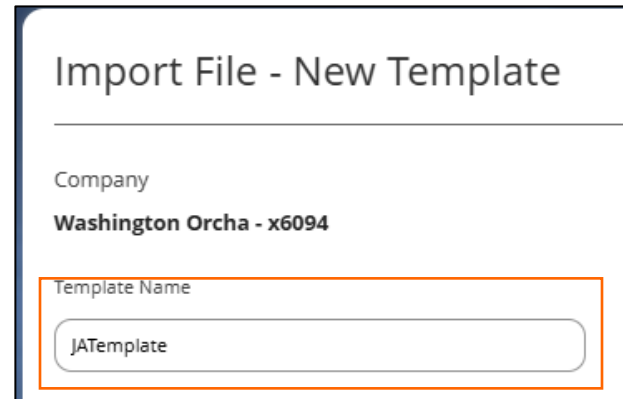
Template Name
JA_Template

Transaction Type
PPD Credit - Consumer Credit

Input Decimals into Amount ⓘ
No

Import File – New Template Page

- 1.. Enter a template name in the *Template Name* field.

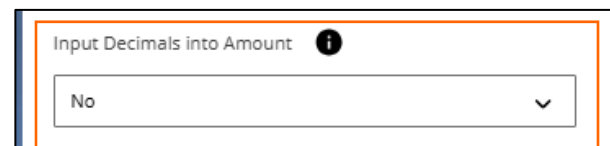


Import File - New Template

Company
Washington Orcha - x6094

Template Name
JATemplate

2. Select *Yes* or *No* in the *Input Decimals into Account* field. Select the *Information* icon more information.



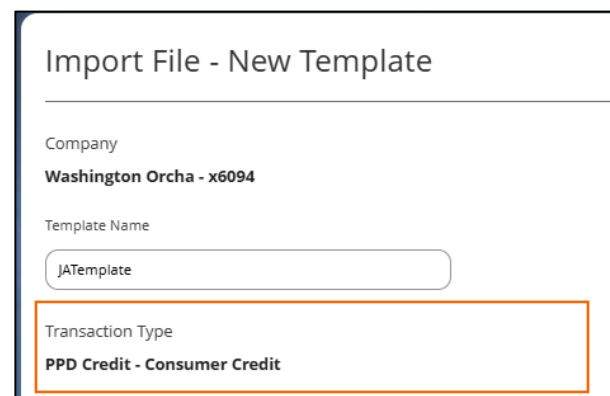
Input Decimals into Account ⓘ

No ▼



Select the *i* (information icon) beside a data field for more details about the options or data requirements for the designated field.

3. Select the transaction type from the *Transaction Type* dropdown menu. If the template is new, the transaction type defaults to what was entered in the previous screen.



Import File - New Template

Company
Washington Orcha - x6094

Template Name
JATemplate

Transaction Type
PPD Credit - Consumer Credit

- Select the *Header* or *Footer* radio button in the *Number of Rows to Exclude* section to enter extra rows before the first transaction and after the last transaction in the imported file.

Number of Rows to Exclude

Header (Optional) ⓘ
Footer (Optional) ⓘ

Text Qualifier ⓘ

None

- Select the *Text Qualifier* dropdown to add a symbol that surrounds a series of characters that identifies the characters as text. Options are *Quote*, *Apostrophe* or *None*.

Text Qualifier ⓘ

None

"
'
None

- Select *Delimited* or *Fixed Width* in the *File Format* section to identify the file format being uploaded

File Format ⓘ

☒ Delimited
☐ Fixed Width

☒ Comma
☐ Tab
☐ Semicolon
☐ Space
☐ Other

- The *File Preview* section displays the content from the uploaded file.

File Preview

Showing rows from beginning and end of file

```

Bruce Wayne,BatMan1,Charles Schwabb,121202211,112345621,1,Active,TESTING GROUP,10,100,,,TEST
Clark Kent,SuperMan2,JP Morgan,322271627,112345622,1,Active,TESTING GROUP,15,150,,,TEST
Barry Allen,TheFlash3,Optum,124384877,112345623,1,Active,TESTING GROUP,20,200,,,TEST
Diana Prince,WonderWoman4,Wells Fargo,121042882,112345624,1,Active,TESTING GROUP,25,250,,,TEST
Arthur Curry,AquaMan5,Bank of America,121000358,112345625,1,Active,TESTING GROUP,30,300,,,TEST
Victor Stone,Cyborg6,Redwood Credit Union,321177586,112345626,1,Active,TESTING GROUP,35,350,,,TEST

```

8. The *Map Columns* section allows the user to select the template column order to correspond to the fields in the data file.
- Required fields
 - Name
 - Amount
 - Account Number
 - Routing Transaction.

Map Columns ⓘ

☐ Use Custom Transaction Code

Column 1	Column 2	Column 3	Column 4
(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼
Column 5	Column 6	Column 7	Column 8
(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼
Column 9	Column 10	Column 11	Column 12
(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼
Column 13			
(Exclude Column) ▼			

9. Select the *Use Custom Transaction Code* checkbox if the file uploaded has a transaction code.

Map Columns ⓘ

☒ Use Custom Transaction Code

Column 1	Column 2	Column 3	Column 4
Name (Required) ▼	Identification ▼	(Exclude Column) ▼	Routing Transit (Requir... ▼
Column 5	Column 6	Column 7	Column 8
(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼
Column 9	Column 10	Column 11	Column 12
(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼	(Exclude Column) ▼
Column 13			
(Exclude Column) ▼			

10. Map each field with its corresponding data. Select *Column 1* dropdown menu and identify its data as *Name (Required)*. Continue mapping each field, identifying the data until all required data is designated to a column. Select *Exclude Column* for all columns that will not be used.

Map Columns ⓘ

☒ Use Custom Transaction Code

Column 1	Column 2
Name (Required) ▼ Name (Required) Amount (Required) Account Number (Required) Transaction Code Payment Information Effective Date	Identification ▼ Column 6 (Exclude Column) ▼ Column 10 (Exclude Column) ▼
Column 13	
(Exclude Column) ▼	

11. The *Mapping Preview* provides an overview of the template columns.

Mapping Preview
Preview showing first 5 of 6.

Name	(Exclude Column)	(Exclude Column)	Routing Transit	Account Number	(Exclude Column)	(Exclude Column)	(Exclude Column)	(Exclude Column)	Amount	(Exclude Column)	(Exclude Column)	(Exclude Column)
Bruce Wayne	BatMan1	Charles Schwabb	121202211	X5621	1	Active	TESTING GROUP	10	100.00			TEST
Clark Kent	SuperMan2	JP Morgan	322271627	X5622	1	Active	TESTING GROUP	15	150.00			TEST
Barry Allen	TheFlash3	Optum	124384877	X5623	1	Active	TESTING GROUP	20	200.00			TEST
Diana Prince	WonderWoman4	Wells Fargo	121042882	X5624	1	Active	TESTING GROUP	25	250.00			TEST
Arthur Curry	AquaMan5	Bank of America	121000358	X5625	1	Active	TESTING GROUP	30	300.00			TEST

12. Select the *Add* hyperlink to add additional values in the *Apply Additional Values* section.

Apply Additional Values

[+ Add](#)

Type	Value	Delete
Transaction Code		

[Cancel](#) [Continue](#)

- Select a type from the *Type* dropdown list. Options include Transaction Code, unless *Use Custom Transaction Code* was checked, Payment Information, Identification, and Discretionary Data.

Apply Additional Values

+ Add

Type	Value	Delete
Transaction Code		

Cancel

Continue

Checking Credit (22)

Checking Credit Prenote (23)

Checking Debit (27)

Checking Debit Prenote (28)

GL Credit (42)

GL Credit Prenote (43)

GL Debit (47)

- Enter the value or select the appropriate value from the *Value* dropdown list.

Apply Additional Values

+ Add

Type	Value	Delete
Transaction Code	Checking Credit (22)	

Cancel

Continue

15. Select *Continue*.

Apply Additional Values

[+ Add](#)

Type	Value	Delete
Transaction Code	Checking Credit (22)	

Cancel

Continue

16. The *Import File* screen displays with the file name. Select the *Import* button.

Import File - Test_BatchEntry_Non_Nacha_IMPORT.txt

Company

Washington Orcha - x6094

Template Name

JATemp

Transaction Type

PPD Credit - Consumer Credit

Input Decimals into Amount

No

Number of Rows to Exclude

Header: 0 Footer: 0

Text Qualifier

None

File Format

Comma

Field Details

Name

Data contained in file

Routing Transit

Data contained in file

Account Number

Data contained in file

Amount

Data contained in file

Transaction Code

Checking Credit (22)

Back

Import

Cancel

17. The *Template Details* screen displays:

Template Details

SEC Code

PPD Credit - Consumer Credit

* Template Name

Import_Test_BatchEntry_Non_Nacha_IMPORT

Company Discretionary Data

☐ Is Restricted

☐ Offset Individually

Deny Specific Users

* Company Entry Description

* Company

Washington Orcha - x6094

ACH From

Nickname ¹	Account Number	Account Type ¹	Amount
There are no entries.			

Debit Amount **\$0.00** [?]

* Offset Account

ACH To

☐ Use Participant Distributions

Nickname ¹	Notify	Unique Identifier ¹	Account Number	Account Type ¹	Prenote	Amount
Bruce Wayne	No		x5621	Checking	☐	\$ 100.00 0 Addenda 
Clark Kent	No		x5622	Checking	☐	\$ 150.00 0 Addenda 
Barry Allen	No		x5623	Checking	☐	\$ 200.00 0 Addenda 
Diana Prince	No		x5624	Checking	☐	\$ 250.00 0 Addenda 
Arthur Curry	No		x5625	Checking	☐	\$ 300.00 0 Addenda 
Victor Stone	No		x5626	Checking	☐	\$ 350.00 0 Addenda 

Credit Amount: **\$1,350.00** [?] Hold Total: **\$0.00** [?] Prenotes: **0**

[Add Participants](#)

Import CSV File

[Choose File](#) No file chosen [Import](#)

[Cancel](#) [Initiate Prenotes](#) [Save](#) [Save And Close](#)

Key Points to Remember



Review all settings and mappings carefully to ensure accuracy before finalizing the import.



See the *Participant Import CSV Job Aid* for CSV import file formatting details and the data requirements for each field in a CSV import file. This job aid can be found in the Configure Digital Resources.



Select the *i* (information icon) beside a data field for more details about the options or required data for the designated field.