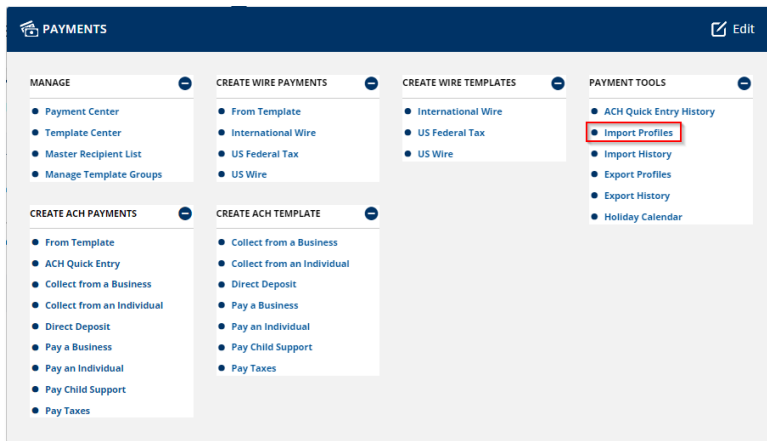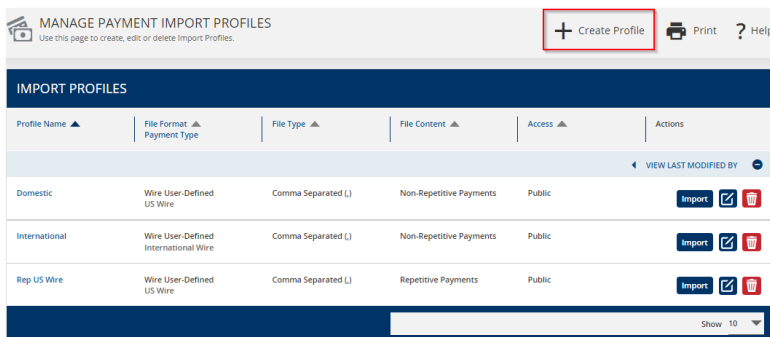## PAYMENT IMPORTS

Treasury Internet Banking's payment import feature provides an efficient way to initiate ACH and wire payments using data from other systems such as Excel or your accounting software, saving you time and reducing the chance of entry errors.

Creating An Import Profile

Before importing payment data, an import profile must be created. An import profile is a set of parameters that describe the contents of the file to be imported so that it can be processed.

To get started, navigate to the *Payments* menu, and select *Import Profiles* from the *Payment Tools* sub-menu.

The *Manage Payment Import Profiles* page is displayed.

Click the *Create Profile* button to create a new import profile.

STEP 1: SELECT FILE FORMAT

On the *Create Import Profile* overlay, enter a unique *Profile Name*.

Select the *File Format* from the dropdown list. You can select an industry standard format such as NACHA or create a customized user-defined format.

For this example, we will select the *ACH User-Defined* format.

Click the *Next* button to proceed.

CREATE IMPORT PROFILE ⊗ Required Fields ❓ ✖

Step 2 Enter File Format Information

Payment Type *   Direct Deposit   ▼

File Type   Comma Separated (,)

File Content Type   ⦿ Non-Repetitive Payments
   ○ Repetitive Payments
   ○ Templates
   ○ Recipients

[Cancel]   [Back]   [Next]

STEP 2 – FILE FORMAT INFORMATION:

Select the *Payment Type* from the dropdown list. This is the type of data to be included in the import file.

For this example, we will select *Direct Deposit* and *Non-Repetitive Payments*.

Click the *Next* button to proceed.

Treasury Internet Banking supports both *standard* and *user-defined* payment file formats.

File Content Type	ACH NACHA	ACH User-Defined	Wire Standard	Wire User-Defined
Non-Repetitive Payments	✓	✓	✓	✓
Repetitive Payments		✓		✓
Templates	✓	✓		
Recipients	✓	✓		

The File Content Type specifies the kind of information to be imported:

- **Non-Repetitive Payments** – Used for processing one-time or recurring files which contain all of the required data such as the recipient bank account information and dollar amounts.

- **Repetitive Payments** – Used to create payments made from templates. The templates must be approved and available for use before importing a file to initiate payments.

- **Templates** – Used to create a template using data from your file. This is very useful when setting up templates for the first time.

- **Recipients** – Used to import recipient information into a template instead of entering it manually.

CREATE IMPORT PROFILE

Required Fields

Step 3 of 4: Use this page to add and remove fields from an Import Profile

PROFILE INFORMATION

Date Format *	MMDDYYYY
Number of Header Rows	Enter Number
Options	☑ Check for duplicate files and reject duplicates

IMPORT FIELD SELECTION

Available Fields	Fields Included in File *
Settlement Options	ACH Payment Type *
Recipient Addenda	Account Number *
	ACH Company ID *
	Transaction Description *
	Effective Date *
	Frequency *
	Number of Payments Indicator *
	Recipient Name *
	Recipient ID *
	Recipient Account Type *
	Recipient Account Number *
	Recipient Bank ID *
	Recipient Amount *

Move All

Cancel   Back   Next

STEP 3 – FILE INFORMATION

The options displayed in *the Create Import Profile* screen vary depending on the previous selections.

Required fields are indicated with an asterisk.

Select the *Date Format* from the dropdown list.

Additional options which may be available include specifying the *Number of Header Rows* the system should skip, if needed, and *Check for Duplicate Files*.

The *Import Field Selection* section contains the fields that are required to create a payment file. Available fields vary, depending on the type of data to be imported.

The *Fields Included in File* column shows a list of fields that are mandatory for the specified payment type. These are indicated by an asterisk and cannot be removed.

The fields shown in the *Available Fields* column are optional.

Use the *Move Right* or *Move Left* arrows to move the fields to the *Fields Included in File* column as needed.

Use the *Move Up* or *Move Down* arrows to reorder the fields. The order of the fields in the list must match the order in which they appear in the import file.

Click the *Next* button once the fields have been selected and arranged in the correct order.

PREVIEW IMPORT PROFILE   ⊗ Required Fields ⊗

Step 4 of 4: Use this page to review Import Profile information

PROFILE INFORMATION   ⊖

Profile Name	Advances
File Format	ACH User-Defined
Payment Type	Direct Deposit
File Type	Comma Separated (,)
File Content Type	Non-Repetitive Payments
Check for Duplicates	Yes

IMPORT FIELD SELECTION   ⊖

Import Fields
ACH Payment Type
Account Number
ACH Company ID
Transaction Description
Effective Date
Frequency
Number of Payments Indicator
Recipient Name
Recipient ID
Recipient Account Type
Recipient Account Number
Recipient Bank ID
Recipient Amount
Recipient Status
Save to Master Recipient List

[Cancel] [Back] [Submit Profile]

STEP R – PREVIEW IMPORT PROFILE

Review the information and click *Submit Profile* to complete the setup.

✓ **Successful Submit**
Import profile Advances has been successfully created.

[Manage Profiles]

A *Successful Submit* message confirms the setup.

Click the *Manage Profiles* button to return to the *Manage Payment Import Profiles* screen.

Importing a Payment File

STEP 1 – SELECT IMPORT PROFILE

Click the *Import* button in the *Actions* column on the *Manage Payment Import Profiles* screen.

STEP 2 – SELECT FILE

On the *Import File* overlay, click the *Browse* button to initiate file selection.

Navigate to the file to be imported and click the Open button on the file search screen.

Select the *Import File* button to begin the import process.

STEP 3 – CONFIRM IMPORT STATUS

After the file is imported, the *Payment Import History* screen is automatically displayed.

You can also select *Import History* from the *Payment Tools* sub-menu on the *Payments* menu at any time.

The *Payment Import History* screen provides an overview of your imported files.

Click the *Refresh* button if the import Status is *Processing*.

The Status displays as *Completed* when the import is successful.

If an import failed, click the *Failed* status hyperlink to view error details in the *Import Log Information* to help troubleshoot the problem.

The most common issue is that the order or number of fields in the file do not match the profile. The import profile may need to be adjusted before the file can be imported again.

STEP 4 – PAYMENT CENTER

After a successful import, the transactions are available for further review in the *Payment Center* either awaiting secondary approval or to be sent to the bank.