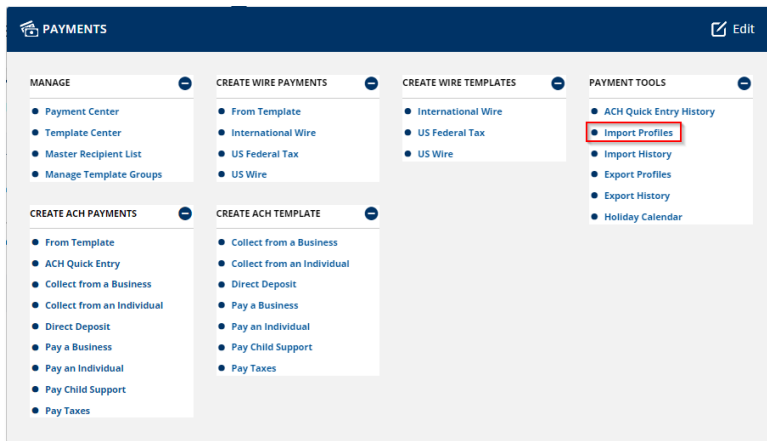


PAYMENT IMPORTS

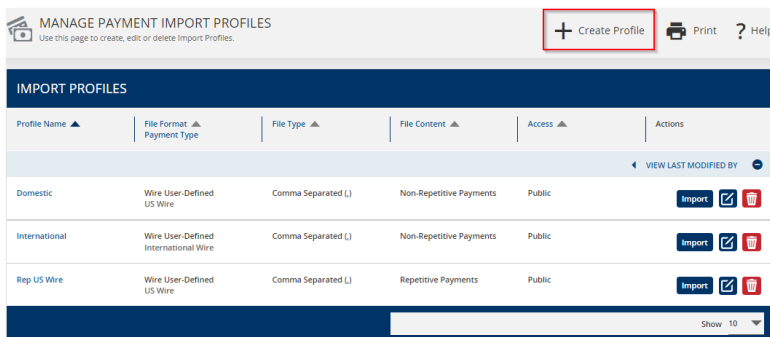
Treasury Internet Banking's payment import feature provides an efficient way to initiate ACH and wire payments using data from other systems such as Excel or your accounting software, saving you time and reducing the chance of entry errors.



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.

CREATE IMPORT PROFILE Required Fields ? X

Step 1 Select File Format

Profile Name * Advances

File Format * ACH User-Defined

Cancel Next

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.

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

Successful Submit

Import profile Advances has been successfully created.

Manage Profiles

STEP R – PREVIEW IMPORT PROFILE











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

A *Successful Submit* message confirms the setup.

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

MANAGE PAYMENT IMPORT PROFILES
Use this page to create, edit or delete Import Profiles.

+ Create Profile Print ? Help

Profile Name	File Format Payment Type	File Type	File Content	Access	Actions
ABC PAYROLL	ACH NACHA N/A	NACHA	Non-Repetitive Payments	Public	Import  
Domestic	Wire User-Defined US Wire	Comma Separated (,)	Non-Repetitive Payments	Public	Import  
International	Wire User-Defined International Wire	Comma Separated (,)	Non-Repetitive Payments	Public	Import  
Monthly Rentals	ACH User-Defined Pay a Business	Comma Separated (,)	Non-Repetitive Payments	Public	Import  
Rep US Wire	Wire User-Defined US Wire	Comma Separated (,)	Repetitive Payments	Public	Import  

VIEW LAST MODIFIED BY

Show 10

Importing a Payment File

STEP 1 – SELECT IMPORT PROFILE

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

IMPORT FILE

Profile Name: ABC PAYROLL

File Type: NACHA

Duplicate File Check: Yes

File Location/File Name:

Balanced File Processing: ☐ File Contains Offset Transactions ?

File Content Contains: ☐ PPD Credits (Direct Deposit or Pay an Individual) ?

Tax Authority: Select Tax Authority ?

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.

PAYMENTS Edit

MANAGE <ul style="list-style-type: none"> Payment Center Template Center Master Recipient List Manage Template Groups 	CREATE WIRE PAYMENTS <ul style="list-style-type: none"> From Template International Wire US Federal Tax US Wire 	CREATE WIRE TEMPLATES <ul style="list-style-type: none"> International Wire US Federal Tax US Wire 	PAYMENT TOOLS <ul style="list-style-type: none"> ACH Quick Entry History Import Profiles Import History Export Profiles Export History Holiday Calendar
CREATE ACH PAYMENTS <ul style="list-style-type: none"> From Template ACH Quick Entry Collect from a Business Collect from an Individual Direct Deposit Pay a Business Pay an Individual Pay Child Support Pay Taxes 	CREATE ACH TEMPLATE <ul style="list-style-type: none"> Collect from a Business Collect from an Individual Direct Deposit Pay a Business Pay an Individual Pay Child Support Pay Taxes 		

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.

TREASURY INTERNET BANKING

QUICK REFERENCE GUIDE

PAYMENT IMPORT HISTORY
Use this page to view import and log information.

Refresh Print ? Help

IMPORT HISTORY

Date/Time (CDT) ▼	Profile Name ▲	Path/Filename ▲	User ID ▲	File Size ▲	Status ▲
09/05/2022 12:16	ABC PAYROLL	advances.txt	AMBER@STAMBER.BK	1KB	Processing

Show 10 ▼

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

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

PAYMENT IMPORT HISTORY
Use this page to view import and log information.

Refresh Print ? Help

IMPORT HISTORY

Date/Time (CDT) ▼	Profile Name ▲	Path/Filename ▲	User ID ▲	File Size ▲	Status ▲
09/05/2022 12:16	ABC PAYROLL	advances.txt	AMBER@STAMBER.BK	1KB	Completed (1)

Show 10 ▼

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

PAYMENT IMPORT HISTORY
Use this page to view import and log information.

Refresh Print ? Help

IMPORT HISTORY

Date/Time (CDT) ▲	Profile Name ▲	Path/Filename ▲	User ID ▲	File Size ▲	Status ▲
09/05/2022 12:16	ABC PAYROLL	advances.txt	AMBER@STAMBER.BK	1KB	Completed (1)
09/05/2022 16:10	Monthly Rentals	XYZ Rent Pymt.txt	AMBER@STAMBER.BK	1KB	Failed

Show 10 ▼

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.

IMPORT LOG INFORMATION

Print X

Path/Filename	XYZ Rent Pymt.txt
Date/Time	09/05/2022 16:10 (Central Time)
Status	Failed

Line # ▲	Field Position ▲	Field Position Name ▲	Error Message ▲
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PAYMENT CENTER
Use this page to select payment options or review existing payments.

+ Create a Payment Print ? Help

MANAGE PAYMENTS

ALL PENDING

Date Type From To Payment Type Payment Status
Send Date 08/06/2022 10/05/2022 All Payment Types All Pending Statuses Search

ADVANCED SEARCH

Payment Date ▼	Payment No. Name/Reference	Status ▲	Co. Account Confirmation No.	Co. Account Identifier	Type ▲	Recipient ▲	Amount (Items) Recipient Amount (Items)
09/16/2022 09/14/2022	IQCDNNIET BONUS	Pending Approval (0 of 1)	*****0000	1000000000 - ABC COMPANY	Direct Deposit	View Recipients	\$ 9,000.00 (6)

Show / Hide Columns Show 10 ▼

Reject Delete Approve Export

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.