

Digital Banking

Uploading an ACH File



INTRODUCTION

This course will cover how to upload an ACH file in Digital Banking.





CSI Community Bank

Remember Username

[Sign Up](#) [Forgot Password](#) [Forgot Username](#)

Begin by logging in to your Online Banking account.



OVERVIEW

Next 7 days →

ACH

43 Items Requiring Attention
1 Scheduled / 1 Batch Awaiting Approval
0 Templates Awaiting Approval
0 Notices of Change / 42 Returns

TAX PAYMENTS

0 Payments Awaiting Approval
1 scheduled

WIRE TRANSFERS

0 Items Requiring Attention
0 Scheduled / 0 Rejected
0 Templates Awaiting Approval

POSITIVE PAY

2 Exceptions Awaiting Approval

INVISIONBANK

! The Quick Brown Fox Jumps Over The Lazy Dog! test
test2 no target

LOCATIONS CALL EMAIL WEBSITE

QUICK PAY

NICE GUY
LLYBARRA5@GMAIL.COM P2P

GOOD GUY
LLYBARRA5@GMAIL.COM P2P

To begin uploading a new ACH file, you can either click ACH from the menu on the left or click the ACH batches section of the Overview on the landing page.



- Laura
Manage Profile
- View Accounts
- Move Money
- ACH
- Wires
- Positive Pay
- Company Management
- Deposit Checks
- Manage Cards
- Find Locations

CSI Community Bank

ACH BATCHES

Next 7 days →

Updated: Apr 26, 2021 10:39:46 AM

UNAPPROVED TEST FOUR Effective: 04/29/2021 TEST CO.	\$11.00 \$5.00	⋮
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APPROVE ALL

TAX PAYMENTS

Next 7 days →

Updated: Apr 26, 2021 10:46:28 AM

APPROVED 941 TEST CO. Test test test *2096	4/27/2021 (55) \$1.30	⋮
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APPROVE ALL

ACH HISTORY

Last 7 days →

Updated: Apr 26, 2021 10:39:45 AM

TEST ONE Effective: 04/22/2021 TEST CO.	\$7.00 \$7.00	⋮
TEST TWO	\$8.00	

NOCS / RETURNS

Last 7 days →

Updated: Apr 26, 2021 10:39:36 AM

NO NOCS / RETURNS

MARK ALL

This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the ACH File Upload process, you will need to click the + button near the top of page.



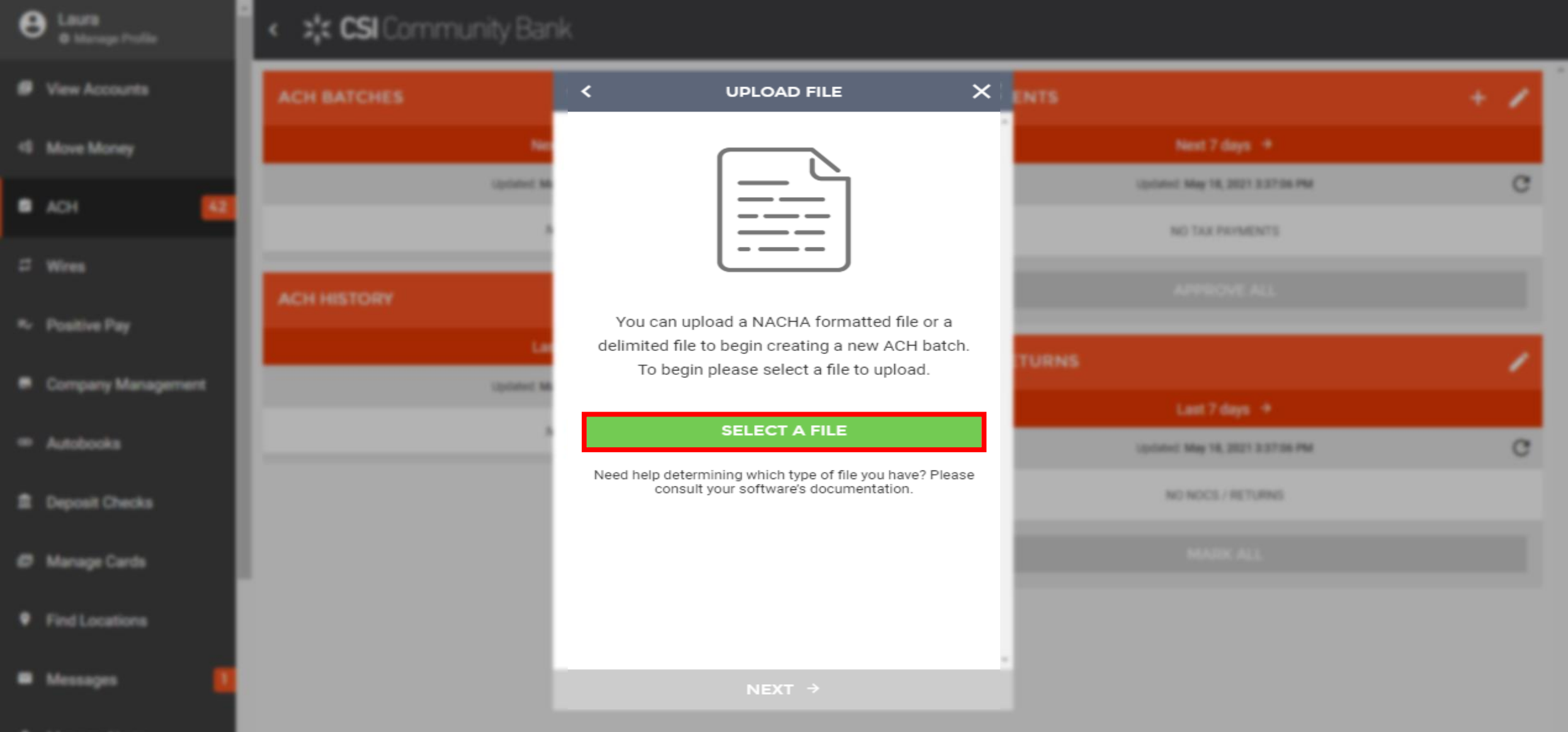
The screenshot shows the CSI Community Bank mobile app interface. On the left is a navigation menu with items like 'View Accounts', 'Move Money', 'ACH' (highlighted with a '42' badge), 'Wires', 'Positive Pay', 'Company Management', 'Autobooks', 'Deposit Checks', 'Manage Cards', 'Find Locations', 'Messages' (with a '1' badge), 'Manage Alerts', and 'Reports'. The main screen displays 'ACH BATCHES' with a list of approved batches. A modal window titled 'NEW ACH BATCH' is open, asking 'What would you like to do?'. The modal contains five options, each with an ACH icon and a description:

- NEW ACH BATCH**: Create a new ACH batch
- NEW BATCH FROM TEMPLATE**: Create a new ACH batch from an existing template
- UPLOAD A FILE**: Upload a delimited or NACHA formatted ACH file (highlighted with a red box)
- MANAGE ACH TEMPLATES**: Create and edit ACH batch templates
- MANAGE UPLOAD TEMPLATES**: Select this option to create a new File Upload template or manage existing

The background shows a list of ACH batches with columns for status (e.g., 'APPROVED'), name (e.g., 'Test one'), effective date, and company name. There are also sections for 'ACH HISTORY' and 'ACH RETURNS'.

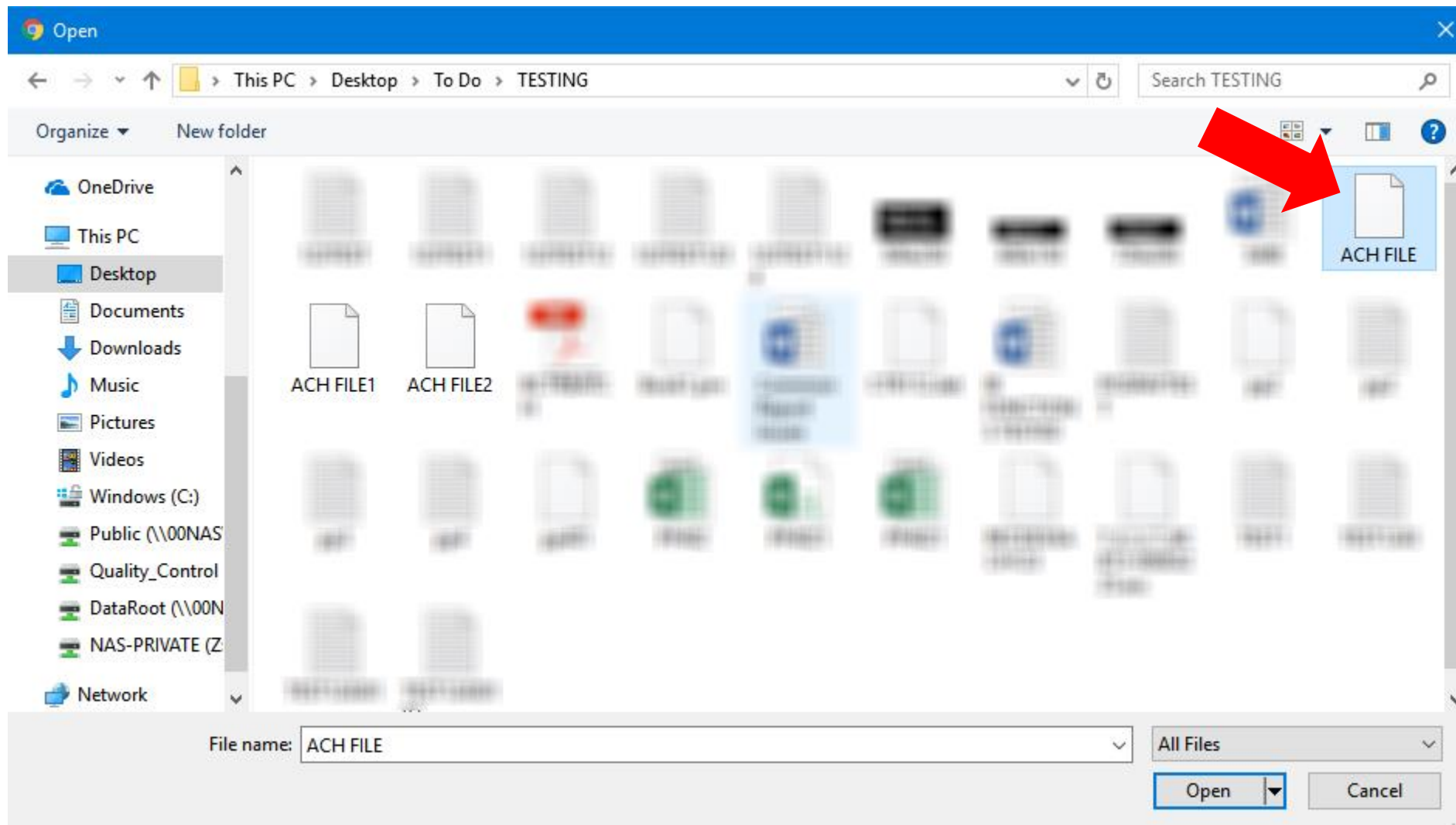
This will enable the ACH batch wizard, guiding you through various workflows including manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Click Upload a File to go through the ACH file upload wizard.





The first step is to select the ACH file you wish to upload.
The system will determine if you are uploading a NACHA formatted file, or a delimited file.





Browse to the saved file and double click to select it.



UPLOAD DETAILS

File Information | Batch Information

ACH COMPANY required →

OFFSETTING ACCOUNT required →

The following batches were found in your file. Please select the ones you would like to include:

ALLEN JR CO ID: 822987 Effective: 11/08/2018	TEST ENTRY \$0.00 <input checked="" type="checkbox"/> ▼ \$26.00
ALLEN JR CO ID: 822988 Effective: 11/08/2018	TEST \$254.95 <input checked="" type="checkbox"/> ▼ \$244.12
ALLEN JR CO ID: 822989 Effective: 11/08/2018	TEST ENTRY \$0.00 <input checked="" type="checkbox"/> ▼ \$32.00
ALLEN JR CO ID: 822990 Effective: 11/08/2018	TEST \$0.00 <input checked="" type="checkbox"/> ▼ \$100.00
ALLEN JR CO ID: 822991 Effective: 11/08/2018	TEST edit \$104.99 <input checked="" type="checkbox"/> ▼ \$125.00

NEXT →

If uploading a NACHA formatted file, you will be taken to a review screen where you can select which batches to include in the upload. Here you will also be required to select the Company and Offsetting Account to be used with this file. Click Next when complete.



REVIEW FILE UPLOAD

FILE	ACH3.txt
ACH COMPANY	ALLEN JR COMPANY
OFFSETTING ACCOUNT	*Test Account *****901

ALLEN JR CO

ENTRY DESCRIPTION	TEST ENTRY
DISCRETIONARY DATA	TEST DATA
SEC	TEL
EFFECTIVE DATE	11/08/2018
COMPANY ID	1484897955

TOTALS ^

CREDITS	\$0.00
DEBITS	\$26.00

RECIPIENTS ^


USER	DETAIL ADD / \$26.00
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SUBMIT FILE

Review the file information and click Submit File.



FILE UPLOAD COMPLETE ✕



FILE SUCCESSFULLY UPLOADED

Your file has been successfully uploaded. You can close this wizard to view your uploaded content, or you can upload another file.

UPLOAD NEW FILE

CLOSE WINDOW

Once the process has been finalized, you will receive a confirmation message showing the file was successfully uploaded.



UPLOAD DETAILS

Choose a layout template to apply (optional):

LAYOUT TEMPLATE →

Heads up! Applying a template will remove any layout that you may have created below.

Select the fields contained in the delimited file and place them in the order they exist from left to right. If you would like to ignore a field, insert a **FILLER** notation.

Amount **Required** ⋮

Receiver Account **Required** ⋮

Receiver Full Name **Required** ⋮

Routing # (w/Check) **Required** ⋮

+ Insert New Field

Select a Delimiter:

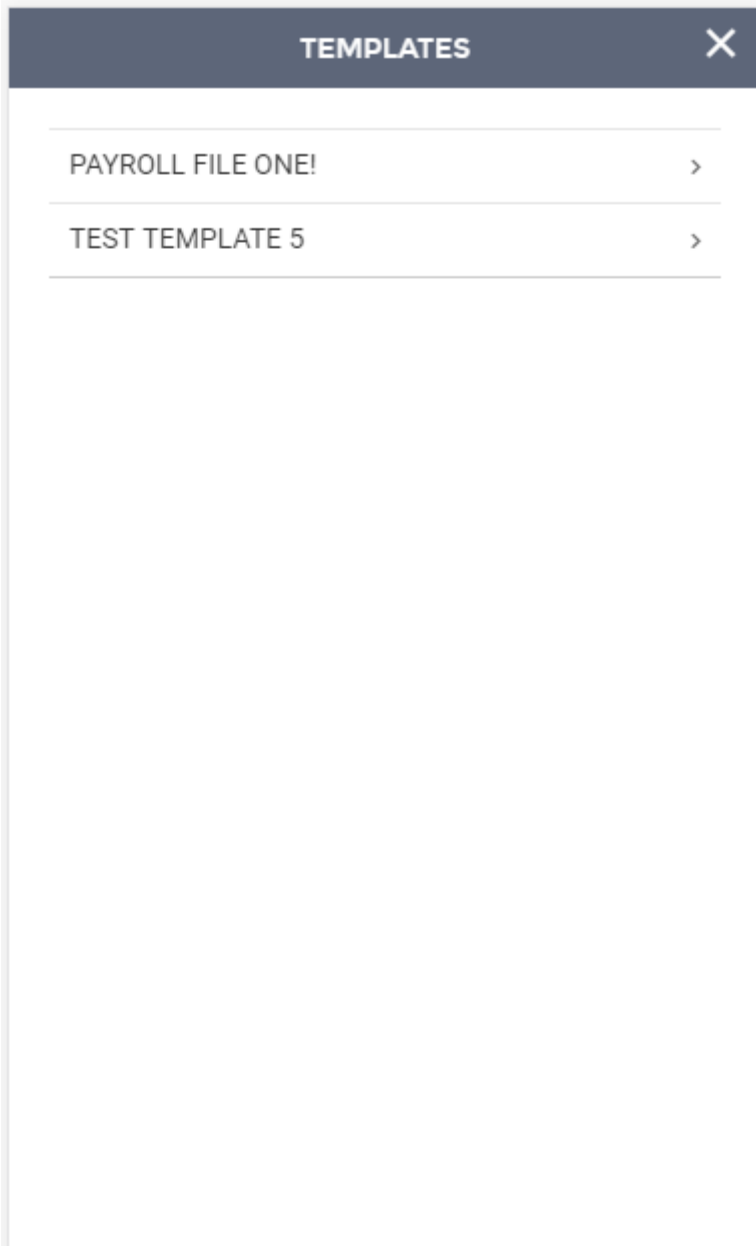
DELIMITER
Asterisk (*) →

READ FILE →



If uploading a delimited formatted file, you will be taken to a screen where you can select which layout template you would like to use, or you can manually build a layout to use. To select a layout template, click the Layout Template field.





All previously created templates will be listed.
Choose the template needed for the file.



UPLOAD DETAILS

Choose a layout template to apply (optional):

LAYOUT TEMPLATE
PAYROLL FILE ONE! →

Heads up! Applying a template will remove any layout that you may have created below.

Select the fields contained in the delimited file and place them in the order they exist from left to right. If you would like to ignore a field, insert a **FILLER** notation.

Receiver Full Name Required	⊞
Receiver Account Required	⊞
Routing # (w/Check) Required	⊞
Amount Required	⊞
Discretionary Data	⊞
Company Name	⊞
Effective Date	⊞
Transaction Type (D/C)	⊞
Statement Entry Class	⊞

READ FILE →

You will be directed back to the Upload Details screen.
The file template will be displayed, and you can click the Read File button to continue the upload process.



< **UPLOAD DETAILS** ✕

Routing # (w/Check) **Required** ⋮

Amount **Required** ⋮

Discretionary Data ⊖ ⋮

Company Name ⊖ ⋮

Effective Date ⊖ ⋮

Transaction Type (D/C) ⊖ ⋮

Standard Entry Class ⊖ ⋮

+ Insert New Field

Select a Delimiter:

DELIMITER
Asterisk (*) →

Number of Header Rows to Skip:

HEADER ROWS

Amount Excludes Decimals ✓

If you do not have a layout template designed for your delimited file, it will be required to complete the upload process. This step ensures that the system knows how to read the delimited file you have provided. To create a layout, you will select the option + Insert New Field.



ADD NEW FIELD		✕
Addenda Information	>	
Check Digit	>	
Company Disc Data	>	
Company Entry Desc	>	
Company Identification	>	
Company Name	>	
Discretionary Data	>	
Effective Date	>	
Filler	>	
Filler	>	
Filler	>	
Filler	>	
Filler	>	
Filler	>	
Receiver First Name	>	

Add the fields that are contained within your delimited file.



UPLOAD DETAILS

Receiver Full Name Required	⋮
Receiver Account Required	⋮
Routing # (w/Check) Required	⋮
Amount Required	⋮
Company Disc Data	⊖ ⋮
Company Name	⊖ ⋮
Effective Date	⊖ ⋮
Transaction Type (D/C)	⊖ ⋮
Standard Entry Class	⊖ ⋮

+ Insert New Field

Select a Delimiter:

DELIMITER
Asterisk (*) →



The fields must be in the order they appear in your file.
To reorder the fields in the template, select and hold the multi-dot icon on the right side of the field to move it up or down.
The topmost fields will be the first fields in the file, while the bottommost fields will be the last fields in the file.



< **UPLOAD DETAILS** X

Routing # (w/Check) **Required** [grid icon]

Amount **Required** [grid icon]

Company Disc Data [minus icon] [grid icon]

Company Name [minus icon] [grid icon]

Effective Date [minus icon] [grid icon]

Transaction Type (D/C) [minus icon] [grid icon]

Standard Entry Class [minus icon] [grid icon]

+ Insert New Field

Select a Delimiter:

DELIMITER
Asterisk (*) [arrow icon]

Number of Header Rows to Skip:

HEADER ROWS

Amount Excludes Decimals

READ FILE [arrow icon]

You must also select the delimiter that separates each field in the file as well as the number of header rows to skip. Header rows include any information contained at the top of the file that are not necessary to the batch being created. Once all fields are set as desired, click Read File to continue the file upload process.



< UPLOAD DETAILS X

ACH COMPANY required →

OFFSETTING ACCOUNT required →

JOE JONES 884256	\$109.50 111300958
Thomas Jones 415456	\$50.00 011111111

On the Upload Details screen you must set the ACH Company and Offsetting Account before you can proceed to the next step.



< **UPLOAD DETAILS** ✕

ACH COMPANY
ALLEN JR COMPANY →

OFFSETTING ACCOUNT
*Test Account *****901 →

Balance

Approve

JOE JONES 884256	\$109.50 111300958
Thomas Jones 415456	\$50.00 011111111

NEXT →

Depending on account permissions, you may need to set the Balance and Approve options.
Enable the Balance option to balance the batch upon submission.
Enable the Approve option to approve the batch upon submission.
Once fields are set as desired, click Next.



REVIEW FILE UPLOAD

FILE	ACH FILE
ACH COMPANY	ALLEN JR COMPANY
OFFSETTING ACCOUNT	*Test Account *****901

TOTALS ^

CREDITS (1)	\$50.00
DEBITS (1)	\$109.50

RECIPIENTS ^

JOE JONES	884256 / \$109.50
THOMAS JONES	415456 / \$50.00

SUBMIT FILE

Review the information and click Submit File.



FILE UPLOAD COMPLETE



FILE SUCCESSFULLY UPLOADED

Your file has been successfully uploaded. You can close this wizard to view your uploaded content, or you can upload another file.

[UPLOAD NEW FILE](#)

You will receive a confirmation message showing the file was successfully uploaded.

