

**Establishing the Import Layout:**

**Step 1:** Logon to online banking

**Step 2:** Click on Cash Manager

**Step 3:** Click on Import Layout and select the type of file being imported

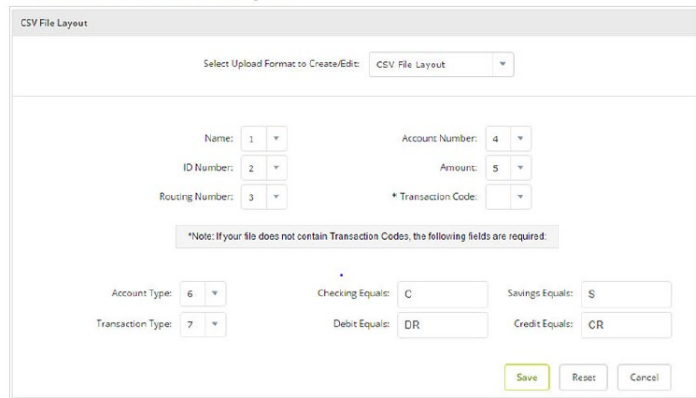
Available Options: CSV File Layout, Fixed Position File Layout and Delimited File Layout

**Step 4:** Complete the fields to define where information is located in the file, and then select Save.

Transaction Code for Credit = 22

Transaction Code for Debit = 27

**The CSV and Tab-Delimited Layout**



CSV File Layout

Select Upload Format to Create/Edit: CSV File Layout

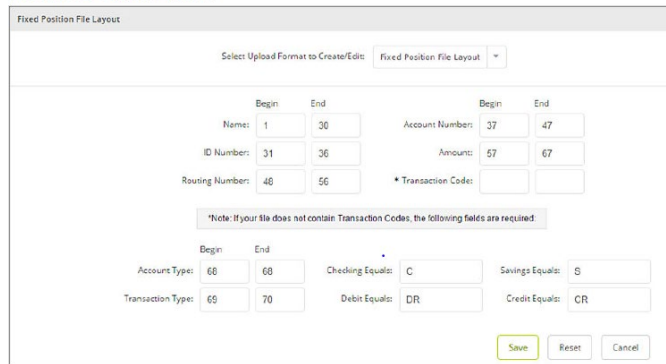
Name: 1 Account Number: 4  
 ID Number: 2 Amount: 5  
 Routing Number: 3 \* Transaction Code: \*

\*Note: If your file does not contain Transaction Codes, the following fields are required:

Account Type: 6 Checking Equals: C Savings Equals: S  
 Transaction Type: 7 Debit Equals: DR Credit Equals: CR

Save Reset Cancel

**The Fixed Position Layout**



Fixed Position File Layout

Select Upload Format to Create/Edit: Fixed Position File Layout

Names: 1 30 Account Numbers: 37 47  
 ID Number: 31 36 Amount: 57 67  
 Routing Number: 48 56 \* Transaction Codes: \*

\*Note: If your file does not contain Transaction Codes, the following fields are required:

Account Type: 68 68 Checking Equals: C Savings Equals: S  
 Transaction Type: 69 70 Debit Equals: DR Credit Equals: CR

Save Reset Cancel

**Importing Transactions to a New Batch:**

**Step 1:** Click on Cash Manager

**Step 2:** Click on ACH

**Step 3:** Create a New Batch For

Create a new batch for:  ▼

**Step 4:** Create the batch header and click on submit

**New Batch** ?

Batch Name *	<input type="text"/>	SEC Code *	PPD - Prearranged Payments and Deposits ▼
Company	MIDWEST BANKCTR	Company Id *	430368910
Discretionary Data	TEST	Entry Description *	TEST
		Restrict Batch	<input type="checkbox"/>

**Step 5:** Click on Import Transaction

**Information Message:** Batch import test successfully added/edited

**Add Transaction** ?

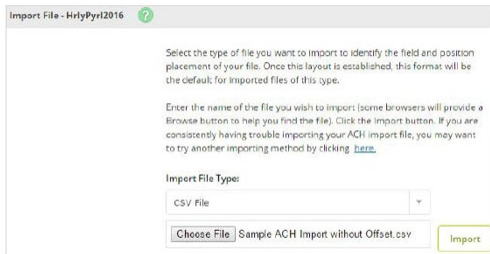
**Transaction Information:**

Name *	<input type="text"/>	Addenda Type	00-No Addenda Information ▼
ID Number	<input type="text"/>	Addenda	<input type="text"/>
Amount *	<input type="text" value="0"/> . <input type="text" value="00"/>		
Prenote <input type="checkbox"/>	Creates a separate \$0 record of this entry.		

**Receiving Financial Institution Information:**

Routing *	<input type="text"/>	Search for ABA #	
Account Number *	<input type="text"/>	Account Type	Checking ▼
		Transaction Type	<input type="radio"/> Debit <input checked="" type="radio"/> Credit
		Status	<input checked="" type="radio"/> Active <input type="radio"/> Hold

**Step 6:** Select the Import File Type and then select the desired file and select Import



After the file's status changes to Uploaded, the batch will appear on the Batch List page

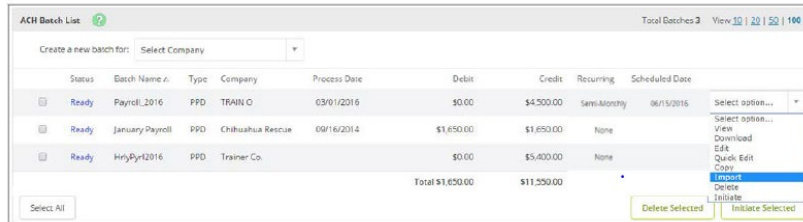
**Importing Transactions to an Existing Batch:**

**Step 1:** Click on Cash Manger

**Step 2:** Click on ACH

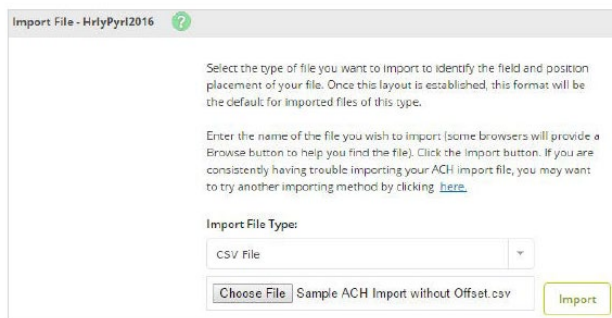
**Step 3:** Locate and select the existing batch from the ACH Batch List that you want to import transaction to

**Step 4:** Select import from the Select Option drop-down list



Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
Ready	Payroll_2016	PPD	TRIAN O	03/01/2016	\$0.00	\$4,500.00	Semi-Monthly	06/15/2016	Select option...
Ready	January Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00	None		Select option...
Ready	HrllyPyr12016	PPD	Trainer Co		\$0.00	\$5,400.00	None		Select option...
					Total \$1,650.00	\$11,250.00			

**Step 5:** Select the file type



**Step 6:** Select the file, and then select Import

After the file's status changes to Uploaded, the transaction will appear in the batch that was selected