

## Using imported files

Imported files help you to automate the process of creating payments, reduce redundant actions, and prevent errors. Depending on the file format, you can do the following with an imported file:

- Update recipients and amounts in a payment
- Create a new payment with recipients and amounts
- Submit an ACH-format file for processing

## Importing recipients and amounts to create a payment

You can import a list of recipients and amounts from a 5 column CSV file to add recipients and amounts to a new ACH Batch, ACH Collection, or Payroll.

The CSV file must contain the following columns:

- Recipient name
- Routing transit number
- Account number
- Account type
- Amount

The recipient name does not need to match an existing recipient. The import uses the name and the order of the file to create recipients and amounts. You can include a recipient multiple times to create multiple payments. The payments can be to the same account or different accounts.

### To import recipients and amounts to create a payment

1. In the navigation menu, select Commercial > Payments.
2. In the New Payment list, select Payment From File.
3. Do the following:
  - a) In the Payment Type list, select the Payment Type.
  - b) Select a file to import.
4. In the Open window, locate the file that you want to upload, and select Open. The process of locating the file varies, depending on your device.
5. On the Payment From File page, select Upload File.

Note: You can see the recipients and recipient information in a table on the Payment From File - Additional Information page. The table is read-only if the ACH Class Code is PPD or CCD. However, if the ACH Class Code is WEB or TEL, you need to set the Payment Type Code in the Recipients table.

6. Do the following:
  - a) Select an ACH Class Code.
  - b) Select the Pay From/Pay To account.

- c) Select the Company/Subsidiary, if required.
- d) Select the Effective Date.
- e) (Optional) Enter a Company Entry Description.
- f) Select a Company/Subsidiary.
- g) (Optional) If you have multiple Recipients, select Single-Entry or Recurring on the Set All To: menu. This option is available when you select an ACH Class code of WEB or TEL, and you can change individual Payment Type Codes in the Recipient information row.
- h) Select Draft or Approve.

7. In the success message, do one of the following:

- a) Select Close.
- b) Select View in Activity Center.

Tip: If the file wasn't uploaded, an error message will prompt you to edit the file before resubmitting it.

## Mapping an existing file

File Mapper helps you quickly create payments by using a predefined list of column headers to define the order of your data. Accessed through the New Payment > Upload from File link. File Mapper allows you to upload a file using either a fixed-width file format or a delimited file format to create the following payments:

- Multi-Transfer
- Multi-Wire (domestic and international)
- ACH Collection
- ACH Batch
- Payroll

Note: Files uploaded to File Mapper that contain more than 1000 recipients can be submitted for draft and approval but cannot be modified after import. The ability to upload and modify is limited to 1000 recipients.

Users can map files with any number of columns. Files should have a minimum of two columns, although more is recommended to optimize the workflow. New mappings can be created for one-time use or saved for future use and can also be saved as a private or shared file.

Note: The recipient's name does not need to match an existing recipient. You can include a recipient multiple times to create multiple payments. Payments can be to the same account or different accounts.

## Editing or deleting an existing file map

### To edit an existing mapping

1. From within the navigation menu, select Commercial > Payments.
2. Select New Payment.
3. Select ACH Batch, ACH Collection, or Payroll from the drop-down menu.

Note: ACH Batch, ACH Collection, and Payroll are the only options that support file mapping.

4. Select Upload From File. In the File Mapping Management window, you will see a list of existing mappings.
5. For the mapping you'd like to edit, select ( ) > Edit.
6. Make the desired edits.
7. (Optional) Add a new column to your file mapping.
  - a. Select Add Column to File Mapping.
  - b. Choose where you want to insert the new column.
  - c. Enter a name for the new column header or the width if you are editing a fixed-width format file.
  - d. Select the System Field you want to map the new column to.
8. Select Save.

### To delete an existing mapping

1. From within the navigation menu, select Commercial > Payments.
2. Select New Payment.
3. Select ACH Batch, ACH Collection, or Payroll from the drop-down menu. (Note: The other payment options do not support file mapping).
4. Select Upload From File. In the File Mapping Management window, you will see a list of existing mappings.
5. For the mapping you'd like to delete, select ( ) > Delete Mapping.
6. Select Delete.

## Creating a new file map using a delimited file

### To create a new file mapping

1. From within the navigation menu, select Commercial > Payments.
2. On the Payments Hub page, select New Payment.

3. Choose from one of the supported transaction types in the drop-down menu to create a new payment.

Note: File Mapper for multi-account transfers is located on the Funds Transfer page. In the Multi-Account Transfers tab, select Transfer Funds.

4. Select Upload from File.
5. Choose from one of the existing mappings listed or select New Mapping to create a new file map.

Note: Files uploaded to File Mapper that contain more than 1000 recipients can be submitted for draft and approval but cannot be modified after import. The ability to upload and modify is limited to 1000 recipients.

6. Select a file to map from your file folder. To create a new file map, complete the following:
  - a. In the Upload Wizard > File Set-up over panel, set the following properties:
    - i. To map delimited files, indicate the type of data separator (comma, tab, colon, semi-colon, or other) in your file.
    - ii. Select whether you would like to skip header or trailer rows.

You can validate the effect of these options using the grid that renders when creating a new mapping.

- b. Select Continue.
- c. In the Upload Wizard > File Mapping window, match the columns in your file to the corresponding system values:
  - i. Select the correct System Field from the drop-down menu to match the headers in your file.
  - ii. Once a header is matched, a green check mark (indicating the status is Ready) will display.

Note: If you receive a Not Ready alert, you will still be able to save the mapping, but errors need to be resolved before using the mapping in a transaction.

- iii. Select the headers you would like to match and then select Continue.
- iv. In the Review section of the Upload Wizard, select Yes to insert a decimal into the amount value.
- v. Select Yes to save the mapping instructions.
- vi. Select Private or Shared to make this mapping available to other users.
- vii. Review the selected file mappings to verify your setup.
- viii. Select Finish.

7. Select Continue to use your mapped file or select Close to return to the Home page.

## Header row selections

The following table includes information on the default behavior for certain header row selections.

Default behaviors for header row selections	
Header Row	Notes
Recipient Account Type	Defaults to Checking if the header is not mapped to a specific value.
Recipient RTN Number	RTNs between 7 & 8 digits will be prefixed with zeros. You will receive an error message to fix your file if the RTN numbers are entered with less than seven digits or contain characters.
Recipient Display Name	Recipient display name will be used as ACH Name if the Recipient ACH Name is not mapped. Recipient display name is not validated against NACHA allowed characters. In the absence of an ACH Name at the time of upload, validation will occur on <b>Draft</b> or <b>Approve</b> .
Recipient Email	If an email is included, recipients will receive an email notification by default unless the <b>Notify by email</b> box is manually unchecked.
Subsidiaries	Subsidiary matching is based on a match between Name + TaxID or ACH Name + TaxID. New subsidiaries cannot be added by file mapping. Only one subsidiary can be matched per file as multi-batch origination is not supported. Subsidiary name must match associated IDs.

Note: When using an existing mapping, the system will look for a 1:1 match on the column headers used to create the map. The file headers do not have to be in the same order, but the names of the headers must match exactly.

Caution: You will be prompted to remap your file if the column header saved with an original mapping can no longer be found. Mappings cannot be used if unsupported files are submitted, row data fails validation, file column headers mismatch, etc. Recoverable errors assume all mapped column headers are found. You can correct errors generated because of duplicate column names, unexpected empty column (with column header), or unexpected empty column header (with or without data in column).

## Creating a new file map using a fixed-width file format

### To create a new file mapping

1. From within the navigation menu, select Commercial > Payments.
2. On the Payments Hub page, select New Payment.
3. Choose from one of the transaction types in the drop-down menu to create a new payment.

Note: File mapping is available for Multi-Transfer, Multi-Wire (domestic and international), ACH Collection, ACH Batch, and Payroll transactions.

4. Select Upload From File.
5. Select New Mapping to create a new File Map.

Note: Files uploaded to File Mapper that contain more than 1000 recipients can be submitted for draft and approval but cannot be modified after import. The ability to upload and modify is limited to 1000 recipients.

6. Select a fixed-width file to map from your file folders.

Note: In the resulting Upload Wizard window, the format selected defaults to Fixed Width when a fixed-width file is detected.

7. Select how many header or trailer rows to skip.
8. Select First row contains column headers, if needed.
9. Adjust the column breaks by clicking in the uploaded data and dragging the line to mark the end of the column. You can delete the column break by selecting it and then selecting the X for the line.
10. Repeat as needed to create all column breaks.

Note: You must create at least two column breaks.

11. Select Continue.
12. In the File Mapping window, match the columns in your file to the corresponding System Field. When a header is matched, a green check mark (indicating the status is Ready) will display.

Caution: If you receive a Not Ready alert, you can save the mapping but errors need to be resolved before using the mapping in a transaction.

13. Select on all the headers you would like to match and select Continue.
14. In the Review section of the Upload Wizard, verify your file mappings.
15. Select Yes to insert a decimal into the amount value.
16. Enter a name in the Mapping Instruction Name field.
17. Select Private or Shared to make this mapping available to other users.
18. Select Yes to save the mapping instructions and settings.
19. Select Finish.
20. Select Continue to proceed to the transaction screen and use your mapped file or close the window to return to the Home page.

Caution: You will be prompted to remap your file if the column header saved with an original mapping can no longer be found. Mappings cannot be used if unsupported files are submitted, row data fails validation, file column headers do not match, etc. Recoverable errors assume all mapped column headers are found. You can correct errors generated because of duplicate column names, an unexpected empty column (with column header), or an unexpected empty column header (with or without data in the column).