



Member FDIC

Mapping a custom ACH import file

1. To create and map a non-NACHA ACH file, use the New Mapping option on the ACH File upload screen.

ACH Payment [Change Type](#)

[Upload From File](#)

Origination Details

2. For different payment types you do not have to create a new template even if the template was made under ACH collection or ACH payment.

Note: The import file template can only be shared with users in the same role. For additional roles to access, a new template must be created.

File Mapping Management

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SAVED FILE MAPPINGS

[New Mapping](#)

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3 Results

FILE MAPPING EDITING

Mapping Instruction Name

CSV Import

What columns correspond to the system values?

| Uploaded File Header | System Field |
|----------------------|---------------------------|
| Column_1 | Recipient: ACH Name |
| Column_2 | Recipient: ACH ID |
| Column_3 | Recipient: Account Type |
| Column_4 | Recipient: Routing Number |
| Column_5 | Recipient: Account Number |
| Column_6 | Recipient: Amount |

Insert a decimal into the Recipient: Amount value? (e.g. 2589 becomes 25.89)

Yes

No

Header Rows to Skip:

0

Trailer Rows to Skip:

0

Do you want this File Mapping to be Private or Shared?

Private

Shared

[+ Add Column to File Mapping](#)