



Uploading a Non-NACHA or NACHA ACH File

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.

Non-NACHA CSV File:

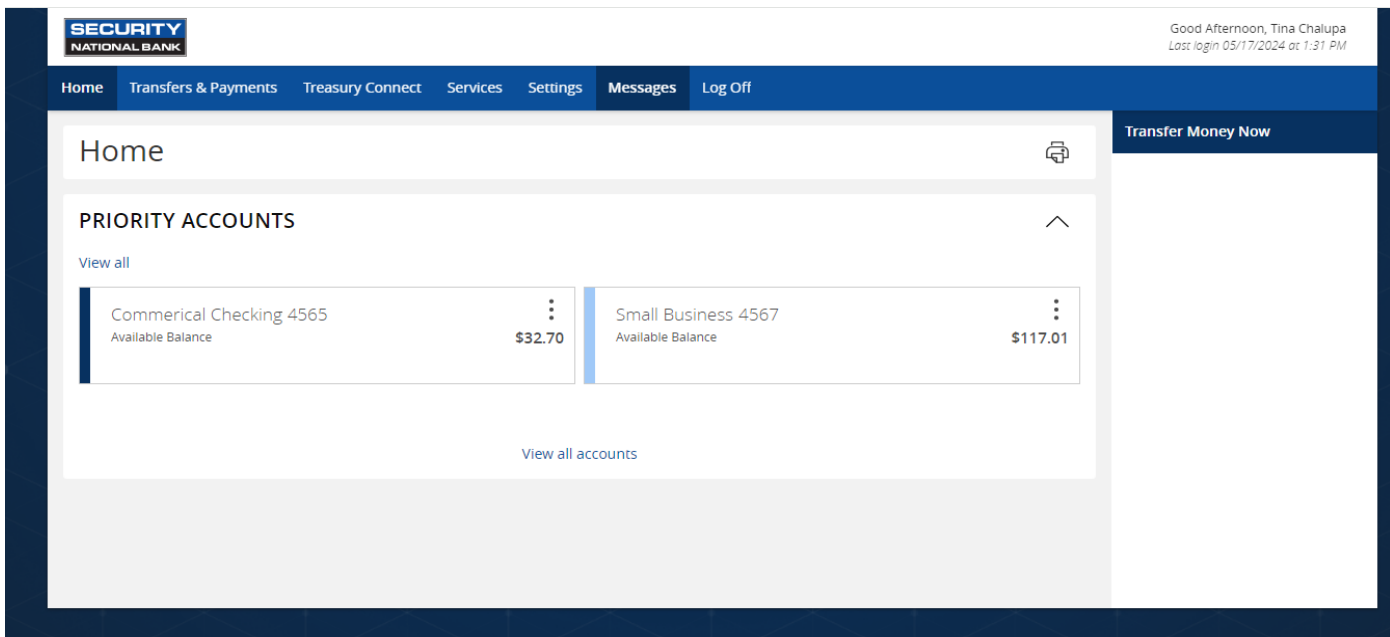
The CSV file must contain the following columns:

- 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 Treasury Connect > Payments.



2. In the New Payment list, select Upload From File.



ACH Payment [Change Type](#)

[Upload From File](#)

Origination Details

SEC Code	From Subsidiary	Account
<input type="text" value="....Select a SEC Code...."/>	<input type="text" value="Search by name"/>	<input type="text" value="Search by name or number"/>
Effective Date	Recurrence	
<input type="text"/>	None	

Recipients (1)

Filters: [All](#) [Pre-Notes](#)

[+ Add multiple recipients](#)

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ <input type="text" value="0.00"/>
+ Add another recipient	

\$0.00
1 payments (1 for \$0.00)

Cancel

Draft

Approve

3. Do the following:

a. On the file mapping management screen, select 5 column CSV, or Standard Import

File Mapping Management ✕

SAVED FILE MAPPINGS

[New Mapping](#)

3 Results

Mapping Instruction Name	Mapping Type	
NACHA	System Standard	
5-Column-CSV	System Standard	
Standard Import	Custom	

b. Select a file to import.

4. In the Open window, locate the file that you want to upload, and select Open. The process to locate the file varies, depending on your device.

5. 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.

ACH Payment [Change Type](#)

[Upload From File](#) [Import Amounts](#) ⓘ

Origination Details

SEC Code ⓘ

CCD - Cash Concentration and Disbursement

From Subsidiary

Search by name

Account

Search by name or number

Effective Date

Recurrence

None

6. Select Draft or Approve.

+ Add another recipient

\$0.10
4 payments

Cancel


Draft

Approve

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

Select Close.

Select View in Activity Center.



Transaction Drafted

Transaction requires 1 approval(s).

Transaction ID: 11784

of Payments: 4

Total Amount: \$0.10

Close [View in Activity Center](#)

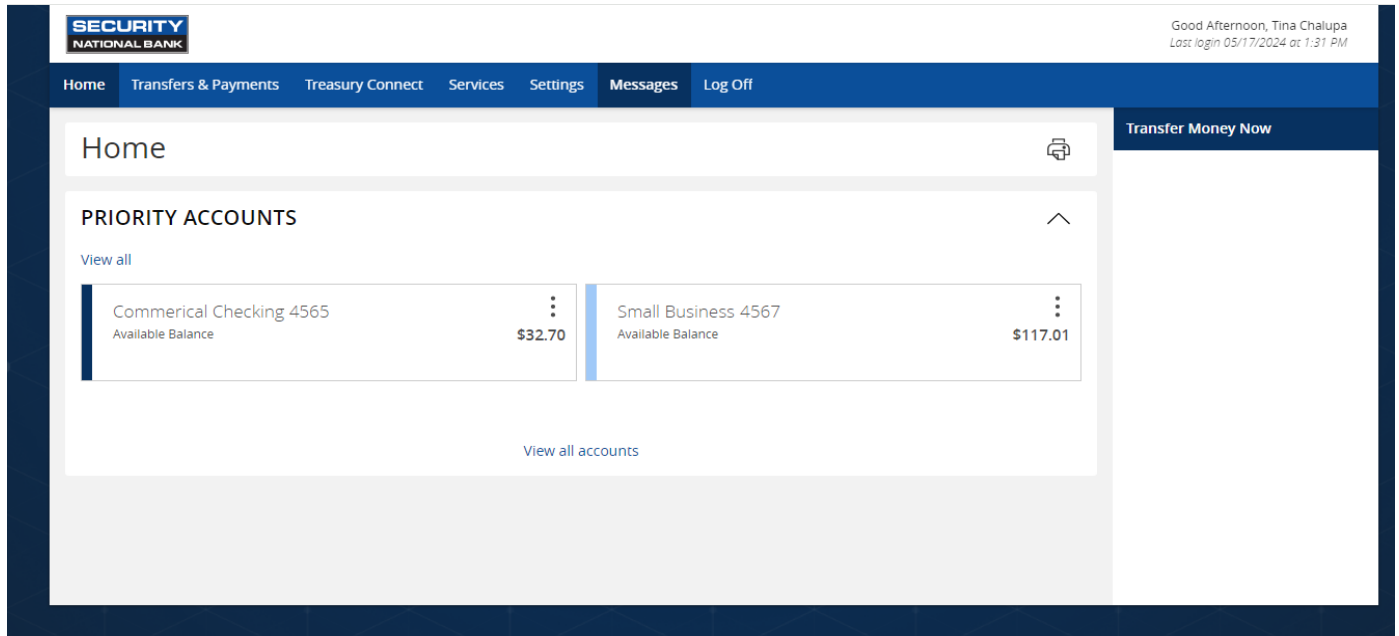


Tip: If the file wasn't uploaded, an error message will prompt you to edit the file before resubmitting it.

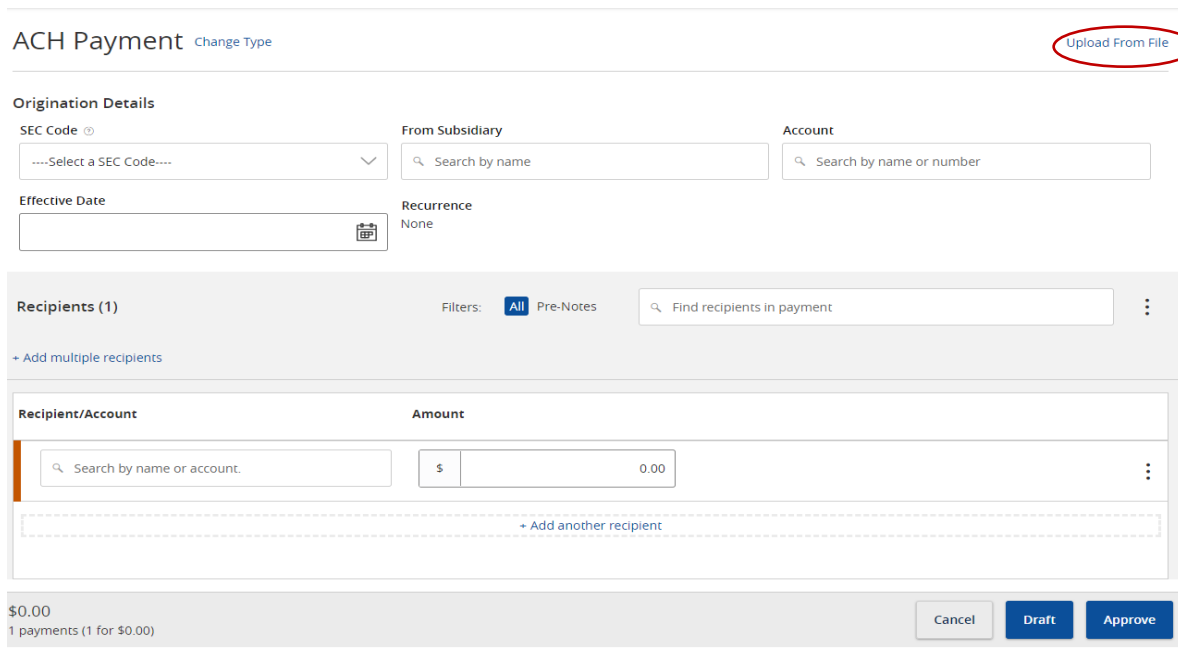
Note: Your experience may be different from the user interface described, based on Security National Bank's custom configuration.

NACHA File Upload:

1. In the navigation menu, select Treasury Connect > Payments.



2. In the New Payment list, select Upload From File.





Member FDIC

3. Do the following:

a. On the file mapping management screen, select NACHA.

File Mapping Management

SAVED FILE MAPPINGS

[New Mapping](#)

3 Results

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard
Standard Import	Custom

b. Select a file to import.

4. In the Open window, locate the file that you want to upload, and select Open. The process to locate the file varies, depending on your device.

Home Transfers & Payments Treasury Connect Services Settings Messages Log Off

Payment From File

[ACH Batch Sample File \(.csv\)](#)

ACH BATCH UPLOAD GUIDELINES

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- You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, or ACH Collection, or Payroll
 - The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, & Amount
 - Account Type is a numeric value: Checking = 1; Savings = 2; & Loan = 3
 - For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

OR

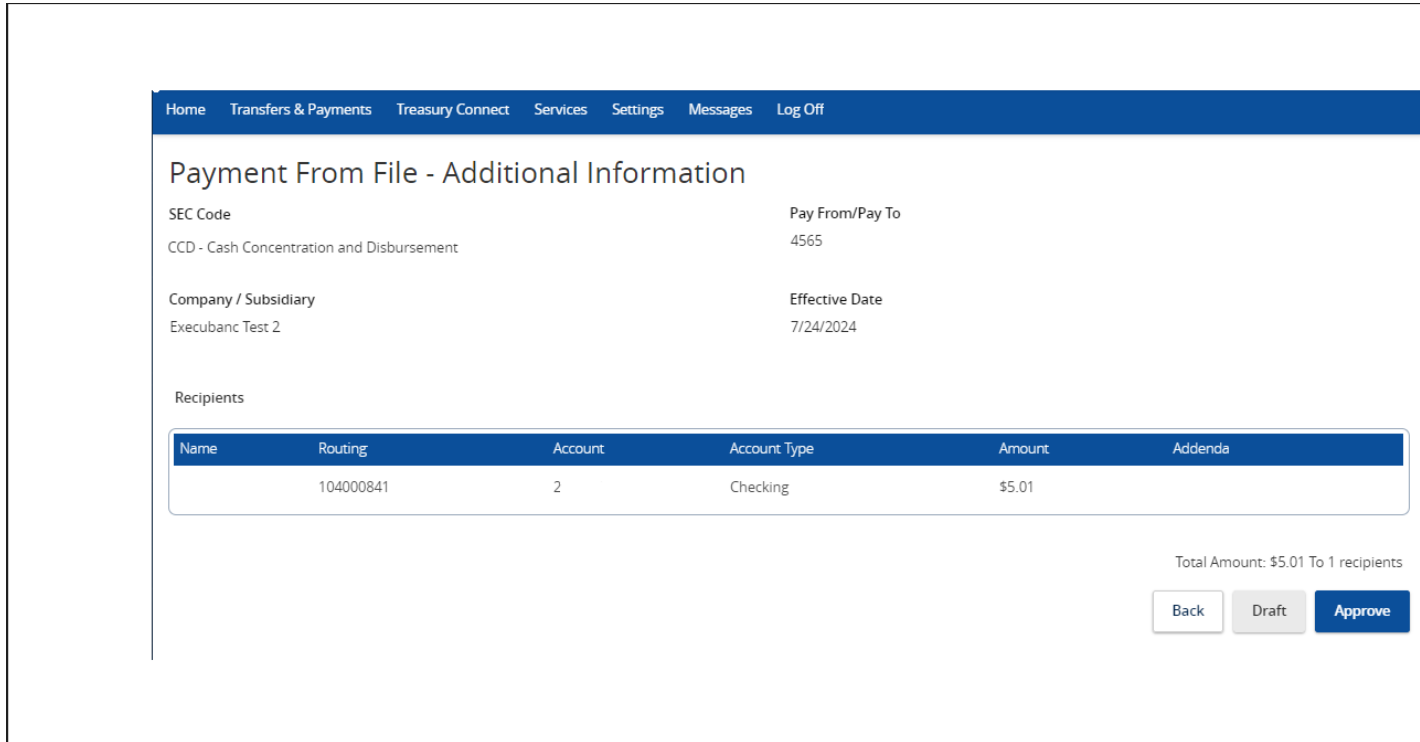
- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
 - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
 - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that info should be in the balanced file
- 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 a different account

[ACH Batch File Specification \(.pdf\)](#)

Import File *

* - Indicates required field

- Click on Upload file to import the file into the system. Once imported, review the information to ensure that all information is correct.



The screenshot shows a web application interface with a blue header containing navigation links: Home, Transfers & Payments, Treasury Connect, Services, Settings, Messages, and Log Off. The main content area is titled "Payment From File - Additional Information".

Key information displayed includes:

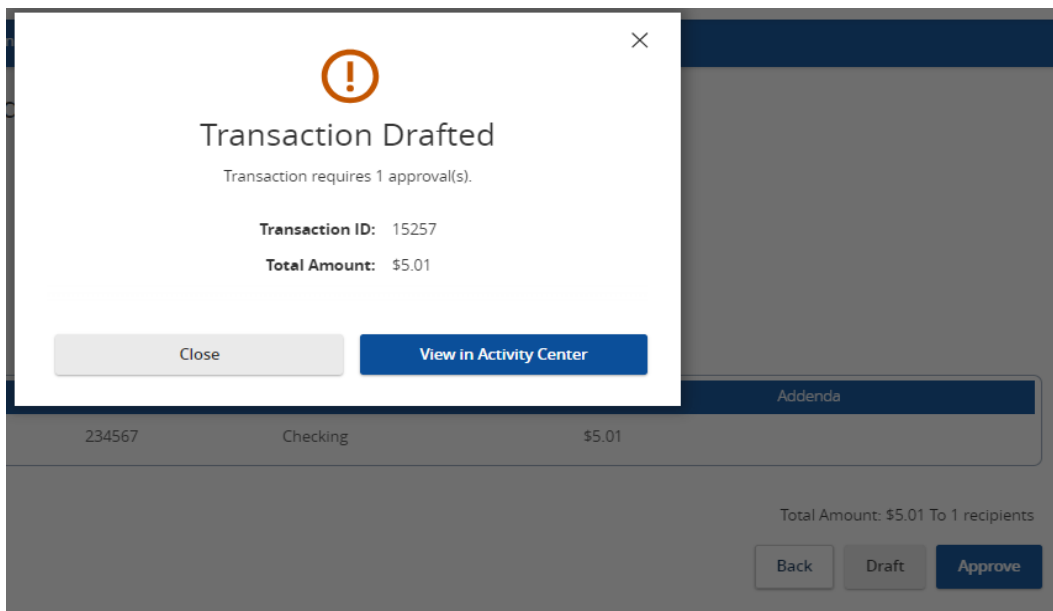
- SEC Code:** CCD - Cash Concentration and Disbursement
- Pay From/Pay To:** 4565
- Company / Subsidiary:** Execubanc Test 2
- Effective Date:** 7/24/2024

A table titled "Recipients" contains the following data:

Name	Routing	Account	Account Type	Amount	Addenda
	104000841	2	Checking	\$5.01	

At the bottom right, it states "Total Amount: \$5.01 To 1 recipients" and provides three buttons: "Back", "Draft", and "Approve".

- Click on Draft to submit the transaction for secondary approval. If a secondary approval is not needed, click on the Approve button to approve the transaction for processing. Once the transaction is drafted, click on close to exist the dialogue box, or click on View in Activity Center to review the transaction.



The screenshot shows a modal dialog box titled "Transaction Drafted" with a warning icon. The text inside the dialog reads:

Transaction requires 1 approval(s).

Transaction ID: 15257
Total Amount: \$5.01

At the bottom of the dialog are two buttons: "Close" and "View in Activity Center".

The background shows the same web interface as the previous screenshot, but dimmed, with the "Draft" button highlighted in blue.