Import from File Quick Reference Guide

Import from File enables direct import of NACHA files from your accounting software into an ACH Payment Profile. Import from File verifies the NACHA file generated by the accounting package meets NACHA guidelines required for settlement.

1. Create a **NACHA file** within your accounting software.
2. Log into **Commercial Online Banking Business.**
3. You must have an **ACH Template** created for the imported file to load into. To create an import template, see directions on Page 8, Creating a Template
4. You must also have a **Profile** defined for the import. See directions below to Create an Import Profile.
5. Click **Payments**, **Manage**, **Template Center**
   To import recipients, **click** the blue template name (i.e. Payroll).
6. Under **Recipients**, choose **Import from File**.
7. In the **Profile list**, choose the associated profile for the transactions.
8. Click **Next**.
9. Choose **Browse**, to search your computer files to select the NACHA file created
10. Click **Next**.
11. Review the Recipient Information to ensure all amounts are correct.
12. Select **Import File**.
    - You may also select **Save all imported recipients to the master list**, so that information will be stored within the Payment Center.
13. Click **Continue**.
14. Click **Submit Template**.
15. Next, click **Payments → Payment Center**.
16. Enter a **check mark** beside the **payment** created**.**
17. Click **Approve.** If you do not have approval authority, this will be grayed out.
18. Enter the **passcode** from your Security or Mobile Token.
19. A **confirmation** will appear confirming the transaction was created successfully.

Creating an Import Profile – Recipients

1. Click **Payments, Payment Tools, Import Profiles**
2. Click **Create Profile**
3. Enter **Profile Name**
4. Select a **File Format**. If your accounting system can create a NACHA-formatted file, choose **ACH NACHA**. If your account system cannot create a NACHA-formatted file, choose **ACH User-Defined**. Please contact Corporate Services, at 859-253-8743, for assistance in creating your User-Defined profile.
5. Click **Next**.
6. You may import either: Non-Repetitive Payments, Templates or Recipients. Click Recipients to import into a Template listing Recipients.
7. Offset Creation Level – Always **Batch**.

8. Profile Access – Choose either **Private** or **Public**, to be viewed by others within your organization.
9. **Options**
   - Check for duplicate files and reject duplicates
   - Check record count
   - Check hash totals
10. Click **Next.**
11. Click **Submit Profile**.

You may also import listings of Non-Repetitive Payments or Templates. A Profile would be created for each of these specific file types.

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