

CSV Delimited ACH Custom File Format to Create a Template

Create your ACH file and save it in a CSV format. Note what position each column is in i.e. Column A is Field 1, Column B is Field 2 and Column C is Field 3.

	1	2	3	4	5	6										
	A	B	C	D	E	F										
1	ID	DATE	ACCOUNT TYPE	DEB	CREDIT	PRIORITY										
2	0000000000	Income Payroll	C	0000000000	0000000000	000000										
3	0000000000	Edly Carole	C	0000000000	0000000000	000000										
4	0000000000	Mary Jones	C	0000000000	0000000000	000000										
5	0000000000	John Hill	C	0000000000	0000000000	000000										
6	0000000000	Flora Gray	C	0000000000	0000000000	000000										
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Login to eConnect and click on the ACH Tab.



Click on the Templates Tab.

The screenshot shows the 'ACH Payments' interface. At the top, there are three tabs: 'Payments', 'Participants', and 'Templates'. A red arrow points to the 'Templates' tab. Below the tabs are several controls: a 'Choose Template' dropdown, 'Load', 'New Batch', and 'File Upload' buttons. There are also date pickers for 'From' (10/01/2009) and 'To' (10/31/2009), and a 'Show' dropdown set to 'Business ACH'. A 'Refresh' button is on the right. Below these controls is a summary section for 'Summary of ACH Payments Submitted for Approval or Rejected' and a table for 'Pending ACH Payment Summary'.

Effective Date	Batch Name	Company ID/Name	Entries	Frequency	Status	Total Credits	Total Debits
10/01/2009	Salary Payroll	1340220001 / Demo Payroll	3	Weekly	Scheduled	15,700.00	0.00
10/23/2009	Salary Payroll	1340220001 / Demo Payroll	3	Weekly	Scheduled	15,700.00	0.00
10/16/2009	Salary Payroll	1340220001 / Demo Payroll	3	Weekly	Scheduled	15,700.00	0.00
10/06/2009	Salary Payroll	1340220001 / Demo Payroll	3	Weekly	Scheduled	15,700.00	0.00

Click on New Template.

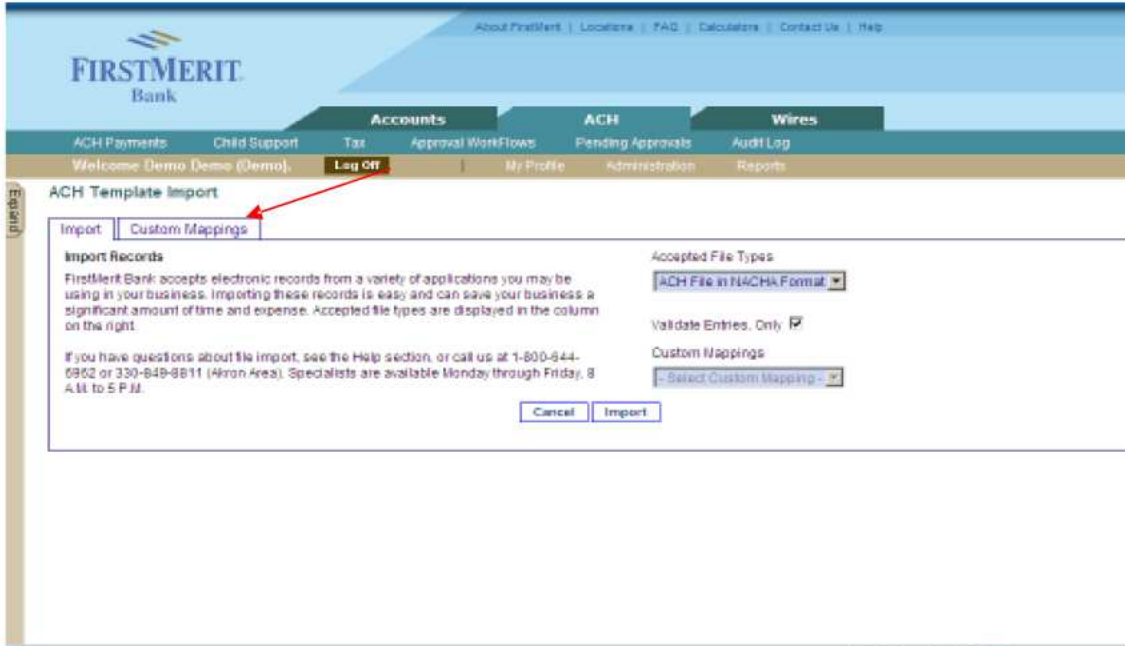
The screenshot shows the 'ACH Templates' interface. At the top, there are three tabs: 'Payments', 'Participants', and 'Templates'. Below the tabs is a 'Show' dropdown set to 'All Company IDs' and a 'View' button. On the right side, a 'New Template' button is highlighted with a red arrow. Below these controls are two sections: 'ACH User Templates' and 'ACH Business Templates', each with a table of template information.

Template Name	Company ID/Name	Template Type
Demo Payroll Salary	1340220001/Demo Payroll	Payroll Direct-Deposit (PPD Credit)

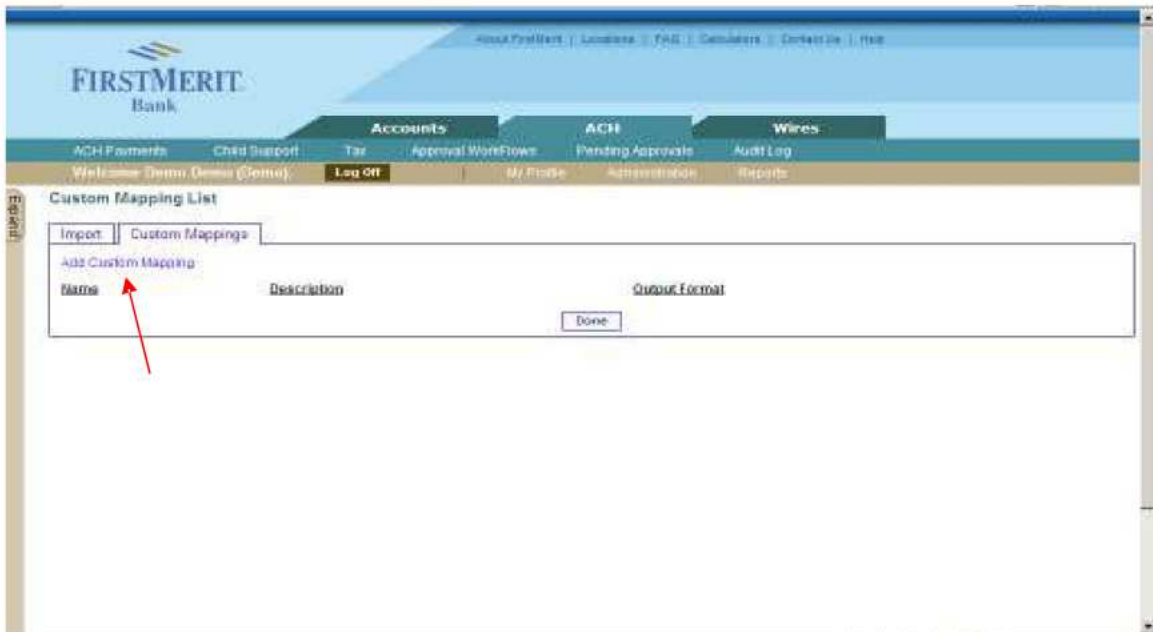
If you have more than one company choose the company (account) from the dropdown that you wish to use. Choose the batch type you wish to use.

Name the Template and give it a description. The Discretionary Data field is optional. Select the Scope for the Template. The scope indicates whether the template is for your personal use (User) or for the general use of the business (Business). Click on Import Entries.

Click on Custom Mappings.



Click on Add Custom Mappings



Type in the Name and Description for the format.

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Welcome Dennis Dennis (Dennis) Log Off My Profile Administration Reports

Expand Add Custom Mapping

Input Custom Mappings

Name:

Description:

Output Format: Cash Concentration (CCD Debit)

Input Format: Delimited

Reset Cancel Next

Choose the batch type you wish to use.

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Welcome Dennis Dennis (Dennis) Log Off My Profile Administration Reports

Expand Add Custom Mapping

Input Custom Mappings

Name: CSV Delimited

Description: Hourly Payroll

Output Format: Cash Concentration (CCD Debit)

Input Format:

- Cash Concentration (CCD Debit)
- Cash Disbursement (CCD Credit)
- Cash Concentration and Disbursement (CCD Credit or Debit)
- Corporate Trade Exchange (CTX Credit or Debit)
- Internet-Initiated (WEB)
- Payroll-Initiated Deposit (PPD Credit)**
- Pre-arranged Payment (PPD Debit)
- Pre-arranged Payment and Deposit (PPD Credit or Debit)
- Telephone-Initiated (TEL)

Choose the Input Format.

The screenshot shows the 'Add Custom Mapping' dialog box in the FirstMerit Bank system. The dialog has two tabs: 'Input' and 'Custom Mappings'. The 'Input' tab is active. The form contains the following fields:

- Name: CSV Delimited
- Description: Hourly Payroll
- Output Format: PayrollDirect-Deposit (PPD Credit)
- Input Format: Delimited (selected in the dropdown menu)

The dropdown menu for 'Input Format' is open, showing the following options: Delimited, Fixed Length, Cancel, and Next.

Click Next.

The screenshot shows the 'Add Custom Mapping' dialog box in the FirstMerit Bank system. The 'Input' tab is active. The form contains the following fields:

- Name: CSV Delimited
- Description: Hourly Payroll
- Output Format: PayrollDirect-Deposit (PPD Credit)
- Input Format: Delimited

The 'Next' button is highlighted with a red arrow.

Complete the Input File Definitions. The Field Delimiter for CSV is (,)Comma.

Add Custom Mapping

Import Custom Mappings

Name: CSV Delimited
Description: Hourly Payroll
Output Format: Payroll Direct-Deposit (PPD Credit)

Input File Definition

Input Format: Delimited
Field Delimiter: **Comma**
Record Delimiter:
Number of Header Lines:
Date Format: Pipe
Date Separator:
Money Format:
Tab remove Double Quotes
Semi-colon remove Double Quotes
Comma remove Double Quotes
Space remove Double Quotes
Pipe remove Double Quotes
Tab remove Single Quotes

Record Update Options

Match Records By: Individual Name
Update options: Update existing records only, ignore new records

Field Mappings

The Record Delimiter is either LF (Line Feed) or CRLF (Carriage Return Line Feed).

Add Custom Mapping

Import Custom Mappings

Name: CSV Delimited
Description: Hourly Payroll
Output Format: Payroll Direct-Deposit (PPD Credit)

Input File Definition

Input Format: Delimited
Field Delimiter: Comma
Record Delimiter: **LF**
Number of Header Lines:
Date Format: YYYYMMDD
Date Separator: /
Money Format: A\$-IS

Record Update Options

Match Records By: Individual Name
Update options: Update existing records only, ignore new records

Field Mappings

Field Name	Field Number	Default Value
Employee Name*		
Employee Identification Number*		
Employee Routing Number*		

The example file we are using contains one (1) Header Line. The Date Format should be setup to match the date format in the file.

Input File Definition

Input Format: Delimited
Field Delimiter: Comma
Record Delimiter: LF
Number of Header Lines: 1
Date Format: YYYYMMDD
Date Separator: /
Money Format: As Is

Record Update Options

Match Records By: Individual Name
Update options: Update existing records only, ignore new records

Field Name	Field Number	Default Value
Employee Name*		
Employee Identification Number*		
Employee Routing Number*		

Choose the correct Money Format. The Amount field in the example file contains decimals so the Money Format would be "As Is".

Input File Definition

Input Format: Delimited
Field Delimiter: Comma
Record Delimiter: LF
Number of Header Lines: 1
Date Format: YYYYMMDD
Date Separator: /
Money Format: As Is

Record Update Options

Match Records By: Individual Name
Update options: Update existing records, add new records

Field Name	Field Number	Default Value
Employee Name*		
Employee Identification Number*		
Employee Routing Number*		

Under Field Mapping, type in the column number that corresponds to field name then click Save.

Record Update Options

Match Records By:

Update options:

Field Mappings

Field Name	Field Number	Default Value
Employee Name*	<input type="text" value="2"/>	<input type="text"/>
Employee Identification Number*	<input type="text" value="1"/>	<input type="text"/>
Employee Routing Number*	<input type="text" value="4"/>	<input type="text"/>
Employee Account Number*	<input type="text" value="5"/>	<input type="text"/>
Employee Account Type*	<input type="text" value="3"/>	<input type="text" value="Allowed Values: 1 or C or 'Checking'; 2 or S or 'Savings'; 3 or L or 'Loan'; 4 or 0 or 'General Ledger' or no-digit (ACH) Transaction Code"/>
Amount*	<input type="text" value="6"/>	<input type="text"/>
Discretionary Data	<input type="text"/>	<input type="text" value="Field Limited to six characters"/>
Prenote Status	<input type="text"/>	<input type="text" value="Allowed Values: 'Y', 'N' mean that prenote is true, anything else means prenote is false"/>
Payment Related Information	<input type="text"/>	<input type="text" value="Appendix 'Payment Related Information' up to 50 characters"/>

* indicates a required field.

Member

Click done.

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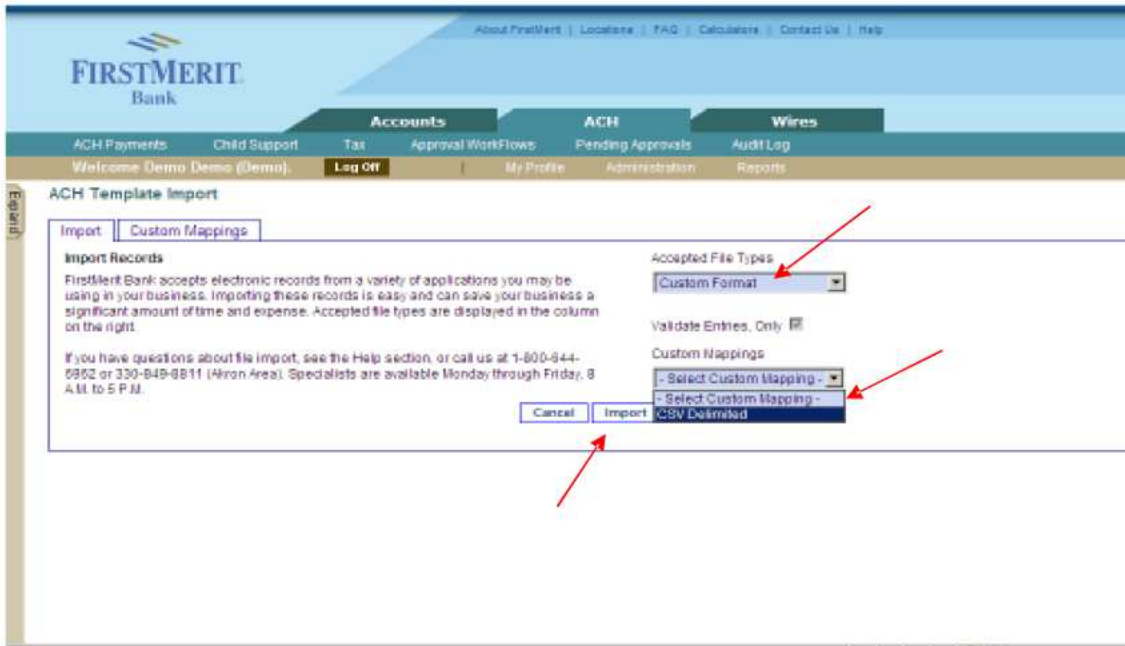
Expand

Custom Mapping List

Add Custom Mapping

Name	Description	Output Format
CSV Delimited	Hourly Payroll	Payroll Direct-Deposit (PPD Credit) Update existing records, add new records Match records by Name

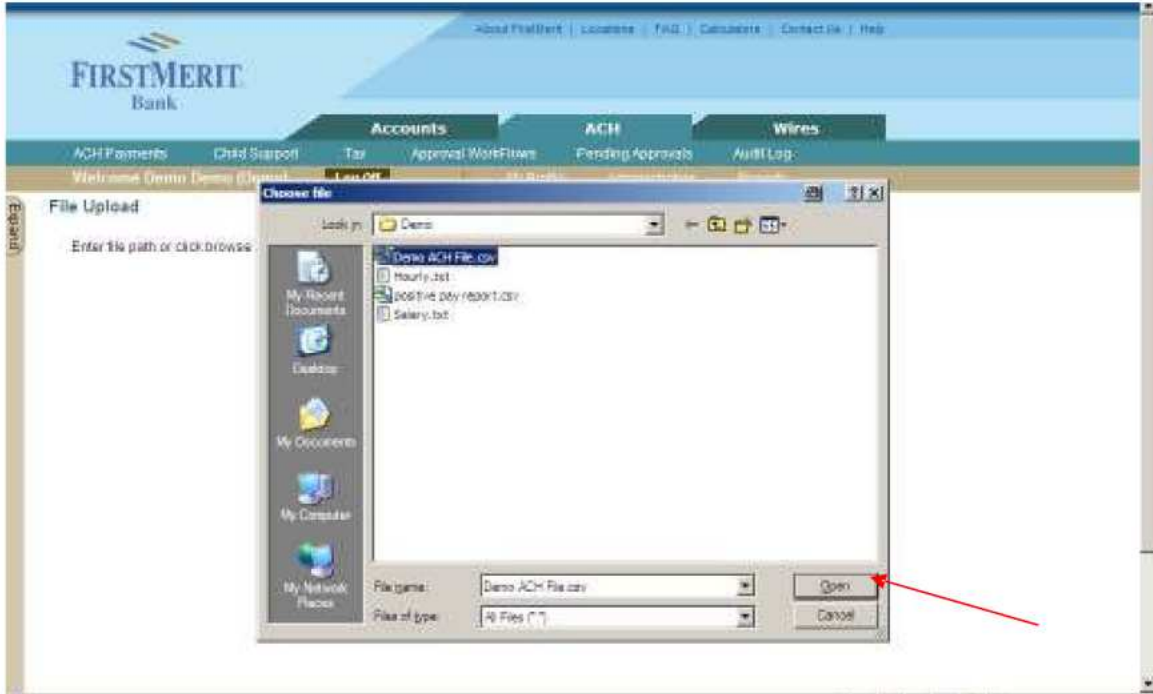
To import the file choose Custom Format in the drop down under Accepted File Types. Under Custom Mappings choose the custom template that was just created. Then click Import.



Click Browse



Choose the file you want to import and click Open.



Click Upload.



This will take you to the ACH Import Entries Report which will show you the type of file used, the name of the file and batch detail information. You can print this page and/or click Done.

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Report
 ACH Import Entries Report
 Demo
 10/8/2009 12:07
 Orientation: Perbill

Mapping Information

Name	Update Records by	Match Records by
CDV Delimited Hourly Payroll	Update existing records, add new records	Name

Source File Detail Information

File Name	Number of Entries	Number of Entries Not Imported
Demo ACH File.csv	5	0

Destination / Batch Detail Information

Entries Added	Entries Modified	Entries Not Modified
5	0	0

Entries changed because of this import will be shown in the batch with a "+" for added and "*" for modified entries.

Confidential

This will take you to the Create ACH Batch Template screen. Here you can verify that the Template is setup correctly and that all of the Participant's have been added. Click Submit For Payment. Click Save Template.

Create ACH Batch Template

Company Name: Demo Payroll-1340220601_Aval. \$105.00
 Batch Type: Payroll/Direct-Deposit (PPD Credit)
 Template Name: Hourly Payroll
 Company Description: Hourly
 Discretionary Data:
 Template Scope: Business (General Use)

Repeating: None Selected
 Unlimited
 # of Payments: 1
 Offset Account: 0000300678-Checking

* Indicates a required field

Entries

Total # Credits: 5
 Total Credits (USD): 3,415.29
 Total # Debits: 0
 Total Debits (USD): 0.00

Inactive	Participant Name	Participant ID	ABA #	Account #	Account Type	DD	Amount	Debit/Credit			
<input type="checkbox"/>	James Hughes	985764123	282877747	4320856974	Checking		520.00	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
<input type="checkbox"/>	Sally Crane	652257884	322276240	5245879532	Checking		655.00	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
<input type="checkbox"/>	Mary Jones	234562598	252076798	889258745	Checking		867.20	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
<input type="checkbox"/>	Joe Hall	123456789	282877747	236456789	Checking		652.54	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
<input type="checkbox"/>	Penny Storer	265784321	111824075	523456878	Checking		720.55	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

Here you can see that the Template was saved under the Templates Tab.

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Expand

ACH Templates

Payments Participants Templates

Show All Company IDs View New Template

ACH User Templates

Template Name	Company ID Name	Template Type
ACH Business Templates		
Template Name	Company ID Name	Template Type
Demo Payroll Salary	1340220601Demo Payroll	PayrollDirect-Deposit (PPD Credit)
Hourly Payroll	1340220601Demo Payroll	PayrollDirect-Deposit (PPD Credit)

Cancel