Welcome to Business Online Banking

ACH File Upload

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Payments & Transfers

PAYMENTS & TRANSFERS

Business Billpay
Linkout to Business Billpay

Loan Payments
Submit a Loan Payment

Payments
An advanced workflow to send or collect wire, ACH, and other one-time or recurring payments

Transfer Funds
Transfer between accounts

Tax Payments
Pay federal or state taxes

You can make Tax Payments. Select the Tax Payments under Transfers & Payments menu

ACCOUNT MANAGEMENT

Billpay Administration
Manage users and payment accounts for Business

Online Banking Activity
View & manage single and recurring transactions and

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Payments Hub

MAKE A PAYMENT

New Payment

ACH	Wire
ACH Batch	Domestic Wire
ACH Collection	International Wire
Payroll	

Click New Payment then ACH Batch.

Name	Type	Recipients ▲	Last Paid Date ▲	Last Paid Amount ▲	Actions
☆ TEST Template	ACH Batch (PPD)	1			⋮

ACH Batch Change Type

Upload From File

Click Upload From File. This feature is available for both ACH Collection or Payroll. The file must be unbalanced.

Origination Details

SEC Code ⓘ

----Select a SEC Code----

From Subsidiary

GTMS PRODUCT TEAM
*****2222

Account

🔍 Search by name or number

Effective Date

📅

Recurrence

None

Recipients (1)

Filters: All Pre-Notes

🔍 Find recipients in payment

⋮

+ Add multiple recipients

Recipient/Account	Amount	
🔍 Search by name or account.	$ 0.00	⋮

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ACH Batch Change Type

Upload From File

Origination Details

SEC Code ⓘ

----Select a SEC Code----

From Subsidiary

🔍 Search by name

Account

🔍 Search by name or number

Effective Date

📅

Recurrence

None

Select Upload from File if you have a file to load.

Recipients 1

⊕ Add multiple recipients

🔍 Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount	
🔍 Search by name or account.	$ 0.00	⋮

File Mapping Management

✕

SAVED FILE MAPPINGS

New Mapping

🔍 Search

3 Results

Mapping Instruction Name	Mapping Type	
NACHA	System Standard	⋮
5-Column-CSV	System Standard	⋮
ACH Recipient	Custom	⋮

Click to view mapping actions

Select the ellipsis on the 5 Column CSV row then click on Use.
*For New Mapping proceed to page 8.

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Payment From File

⤓ ACH Batch Sample File (.csv)

ACH BATCH UPLOAD GUIDELINES

⌃

- 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 Subsidiary, and select an effective date.

OR

- You can import an unbalanced 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, Acc___ Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To u___ please use ACH PassThru.
- 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 *

📎 --Please Select A File To Import--

Sample ACH File can be downloaded in CSV format in necessary.
*For New Mapping proceed with instructions provided.

Make sure your csv is in the correct format by following the instructions below. Based on your system, formats can vary. Below are two formats as examples:

- Do not include a header or footer on your csv.
- The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, and Amount
- Account Type is a numeric value: Checking = 1, Savings = 2

Column_1	Column_2	Column_3	Column_4	Column_5
SHIYAO PENG	101000035	3550044300	1	1386.75
YAPING LIU	121000358	32513280000	1	1386.75
WEI ZHANG	111000614	361180000	1	1956.5
QIJUN ZUO	271070801	135400000	1	2349.65
JINQUAN LIU	113024106	1110100000	1	1744.6

Select the file you'd like to import and click Open

Upload Wizard

✕
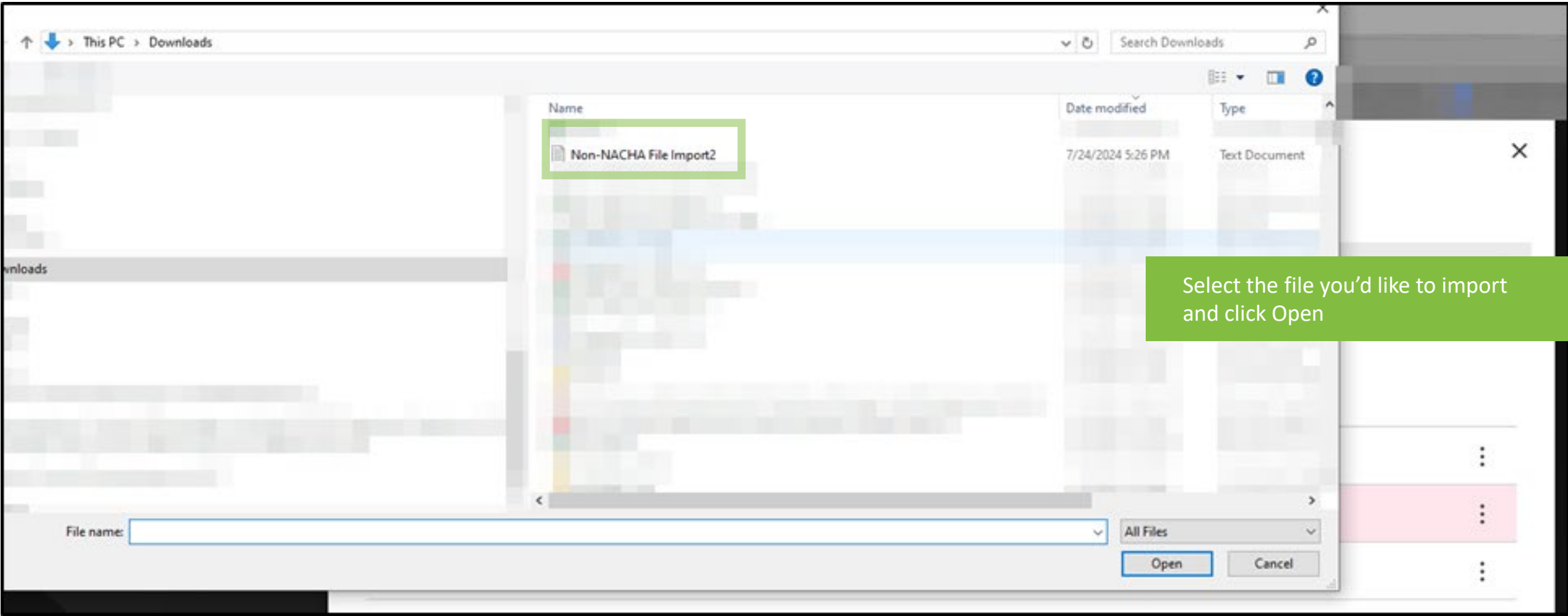
SAVED FILE MAPPINGS

New Mapping

🔍 Search

2 Results

Mapping Instruction Name	Mapping Type	
NACHA	System Standard	⋮
5-Column-CSV	System Standard	

Using the Upload Wizard, you can select the New Mapping to create import template.

Upload Wizard

How is your data separated?

- ● **Delimited**
- ○ Fixed Width

What separates your data?

- ● Comma
- ○ Tab
- ○ Colon
- ○ Semi-Colon
- ○ Other

Header Rows to Skip: `0`

Trailer Rows to Skip: `0`

Select the file layout and click continue

Cancel   **Continue**

Upload Wizard

✕

File Set-up   **File Mapping**   Rev

Using drop down selections, select values from file to map to fields in NACHA file. Select the fields that correspond to the file layout and the status will change to "ready". Then click continue to review.

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
Column_1	Suzie shin	Company/Subsidiary: Name ⌄	⊘ Ready
Column_2	122041235	Recipient: Routing Number ⌄	⊘ Ready
Column_3	111111	Recipient: Account Number ⌄	⊘ Ready
Column_4	1	Recipient: ACH ID ⌄	⊘ Ready
Column_5	2	Recipient: Amount ⌄	⊘ Ready

Back   Cancel   Continue

Upload Wizard

✓ ———— ✓ ———— ○

File Set-up   **File**   **Review**
                    Mapping

Review Selected File Mappings

Uploaded File Header	System Field
Column_1	Recipient: Display Name
Column_2	Recipient: Routing Number
Column_3	Recipient: Account Number
Column_4	Recipient: ACH ID
Column_5	Recipient: Amount

Insert a decimal into the Recipient: Amou...

○ Yes

● No

Would you like to save these file mapping instructions?

○ No

● Yes

Mapping Instruction Name

[   ]

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

Complete options as required:
Insert Decimal – Select Yes or No
Would you like to save these file mapping instructions – Select Yes or No
Mapping instruction Name (if saving)
Choose Private or Shared – Select Yes or No
Provide a mapping instruction name then select Finish.
Once reviewed and are stratified with the layout, click on finish.

Back   Cancel   **Finish**

✓

File Mapping Saved

Your file mapping has been saved as "TEST 2025." This mapping can be selected and reused in the future.

Would you like to Continue to the transaction screen, using this mapping and provided file?

Back	Continue

If saved, File Saved Confirmed will appear on the screen.
Select Continue
ACH Batch filled with data from file is now saved and available to use.

×

The ACH Batch will automatically prompt the details into the fields. For 5-column imports, you will need to select a SEC code, select a Subsidiary (where applicable), and select an effective date. If Today's date is selected a message will appear to agree to process transactions for Same-Day processing (additional fees will apply).

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Online Activity ?

Toggle Details
Approve
Cancel
Notify
Copy
Print Details

Single Transactions   Recurring Transac... ...eposits

Active Filters   Transaction ID: 22998 ✕

Transaction List

Drafted	$9.00	☑ ⋮
ACH Batch	7/15/2025	

Credits: [0] **$0.00** | Debits: [1] **$9.00**

Once the file has been drafted and approver can approve the transaction. To approve select Reports then Online Banking Activity, select the file to approve. Select drafted ACH Batch click on ellipsis and approve.

9222222222

RECIPIENT DETAILS   ⌃

✕ ◯ Show masked details

Name	Account	Type	Routing	Amount
Becky Lee	XXX333	Checking	XXXXX1235	$4.00
Jane Kim	XXX222	Savings	XXXXX1727	$3.00
Suzie shin	XXX111	Checking	XXXXX1235	$2.00

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