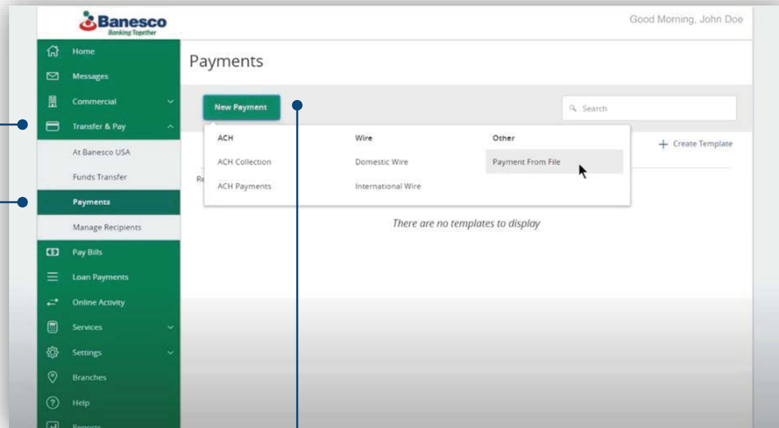
Banesco

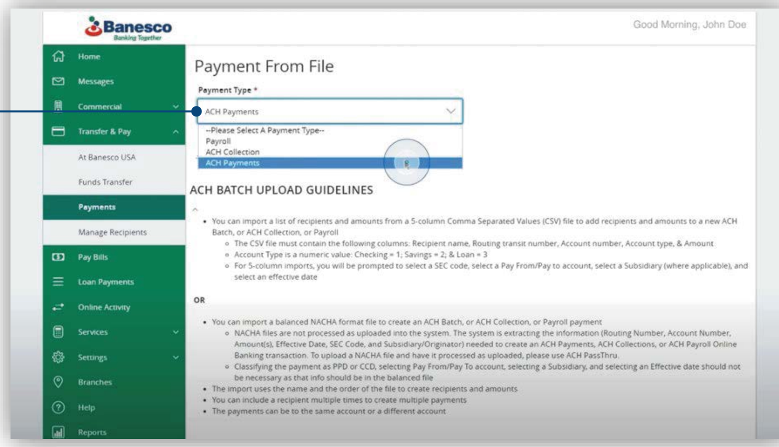
ACH File Import.

1. From the menu click “Transfer and Pay” and then click “Payments.”

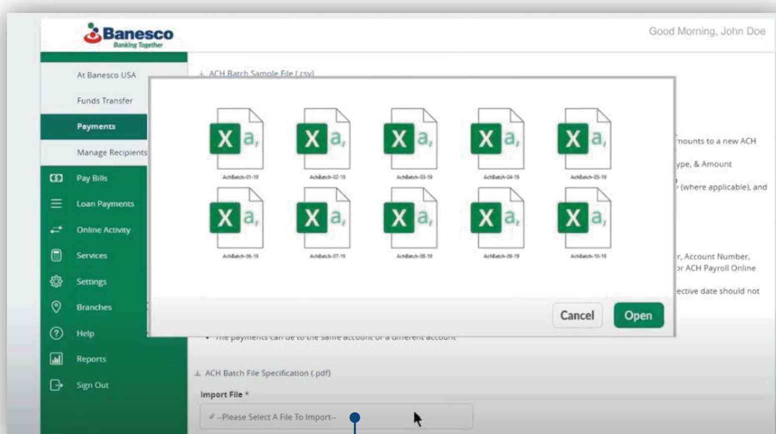
2. Click the new payment button, and then click payment from file.



3. Choose the corresponding payment type from the drop-down menu.

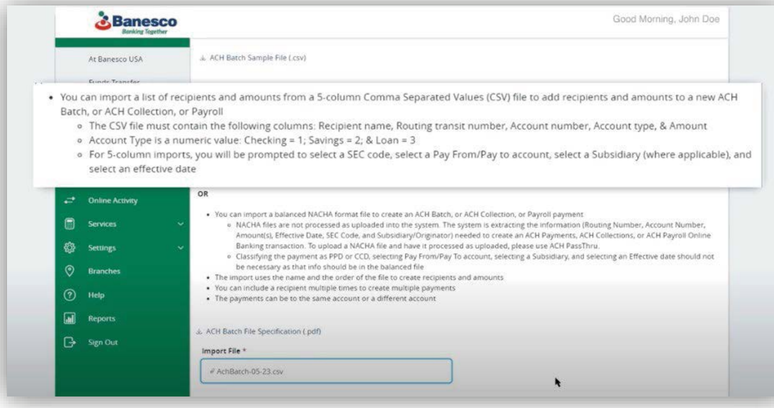


4. Click in the import file box, browse your computer for the file to be uploaded and then click the open button.

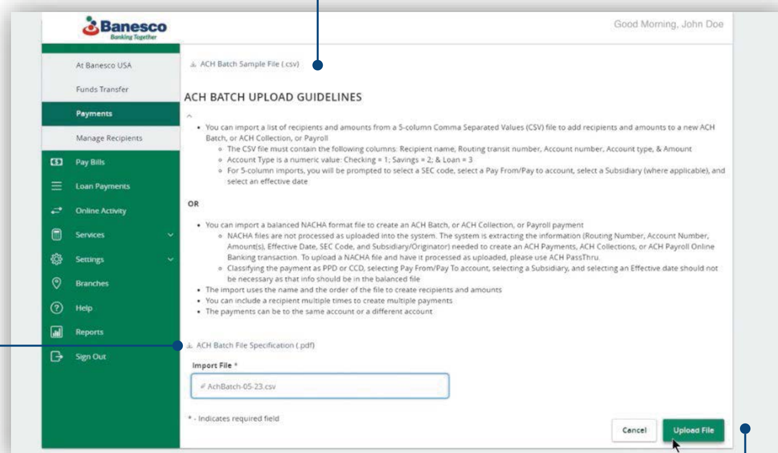


Please note that the payment from file options support two file types, either a single batch NACHA a file containing a SSC class code of either PPD or CCD, or a five column CSV file.

If the file to be uploaded is a five column, CSV instructions are listed on the screen regarding format and content after selecting the desired transaction type.



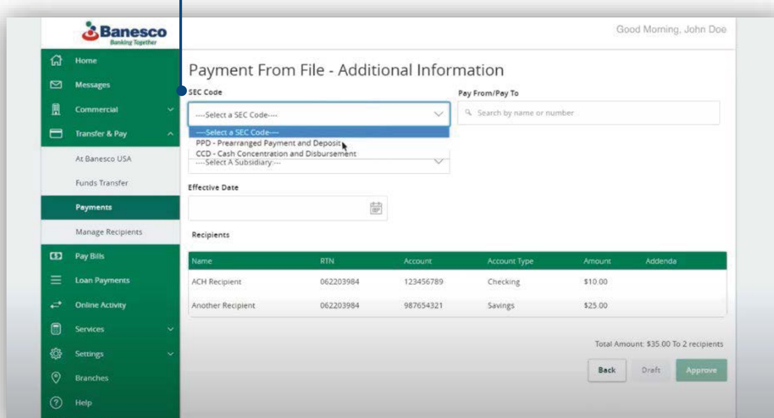
5. Click on Sample file to download a sample CSV file.

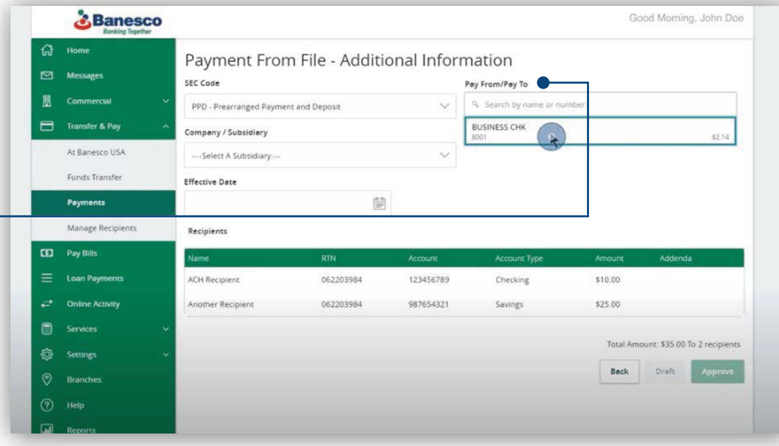


6. Click on file specification to see file specifications.

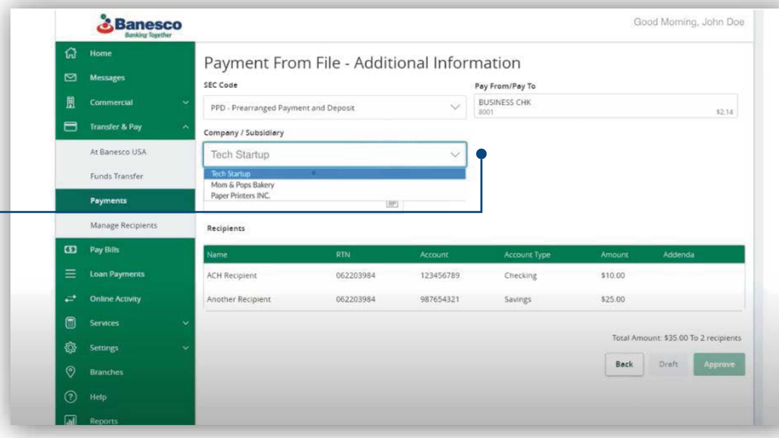
7. Click the upload file to upload the selected file into online banking for processing.

8. Designate the SEC class code; this will not apply to payroll since it's automatically assigned a PPD class code.

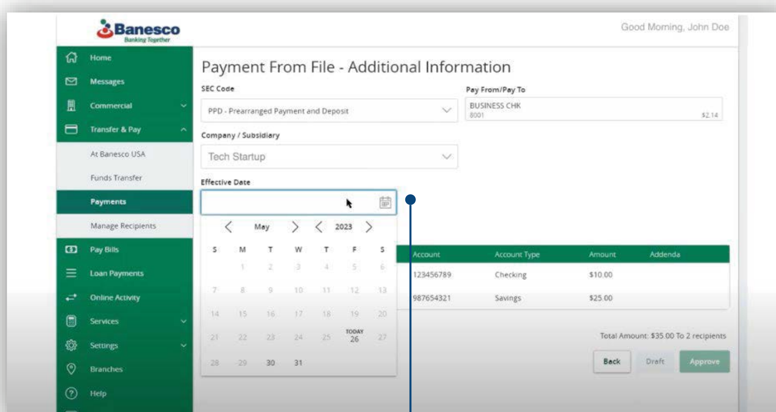




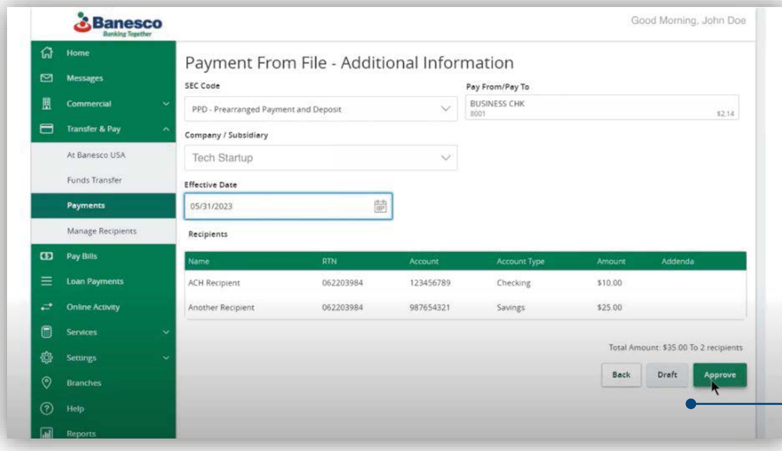
9. Click the pay from or pay to account.



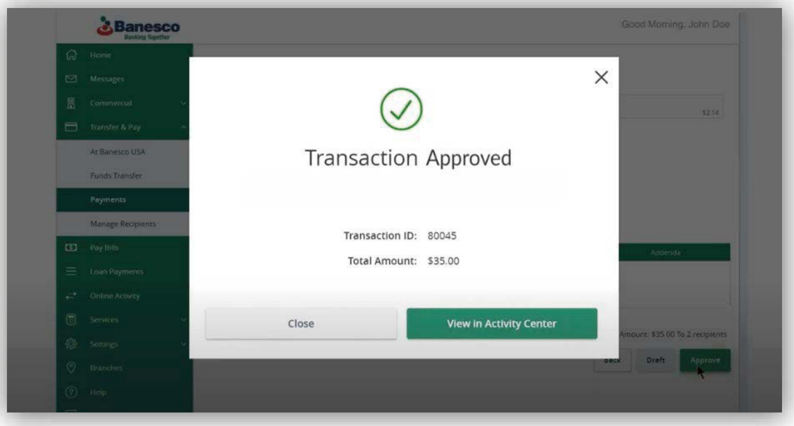
10. Click the company or subsidiary.



11. Designate the effective date of the file.



12. Click “Draft” or “Approve”, depending on your user entitlement.



Please note that a confirmation screen will appear when the file import and all necessary information have been successfully completed.

If there's a problem with the file being imported, an overlay message will appear on the screen containing applicable information.