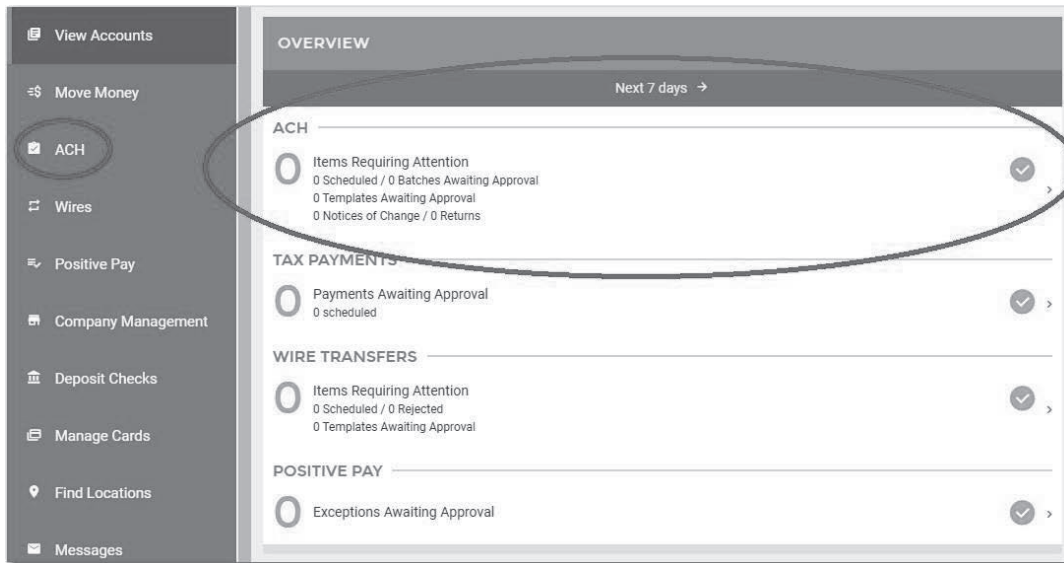# victory
bank

CREATING AN ACH BATCH

Using Upload

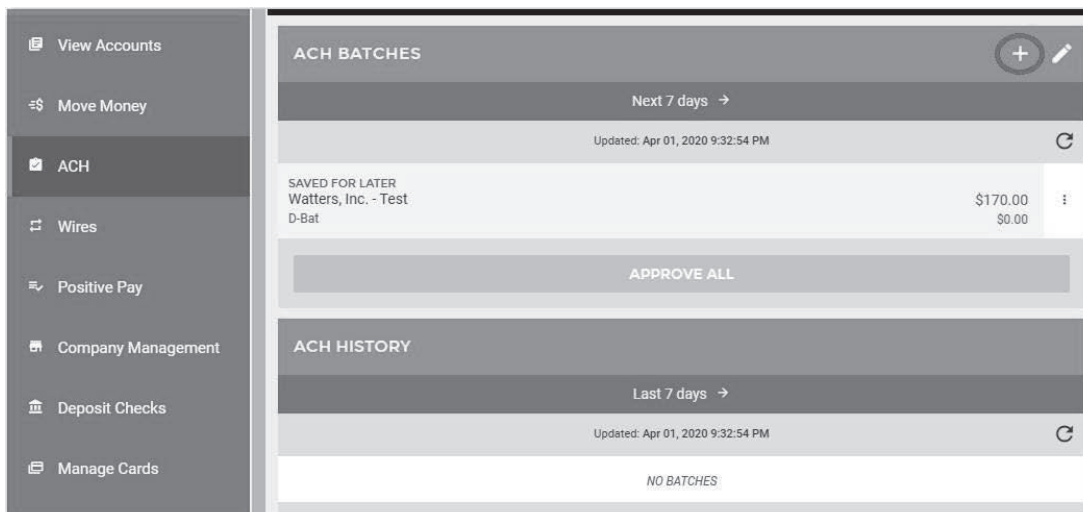# Creating an ACH Batch using Upload

Step 1: Navigate to ACH Screen

To begin creating a new ACH batch, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.


Step 2: Begin Batch Creation

This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments (if permission enabled), and ACH History. To start the manual ACH batch creation process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management.
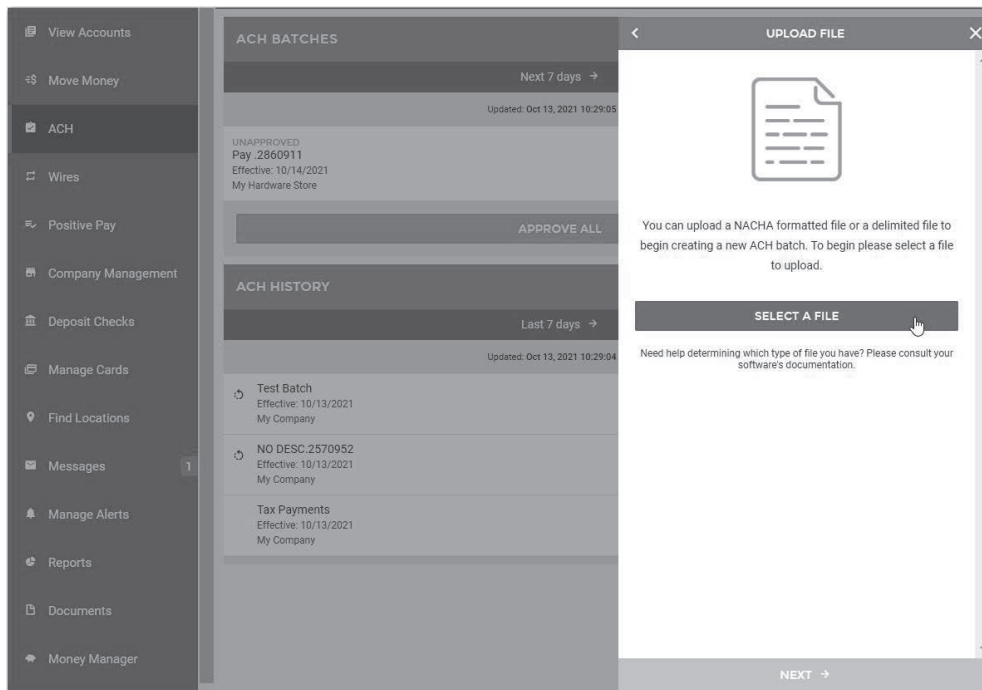
Step 3: Select "Upload a File"

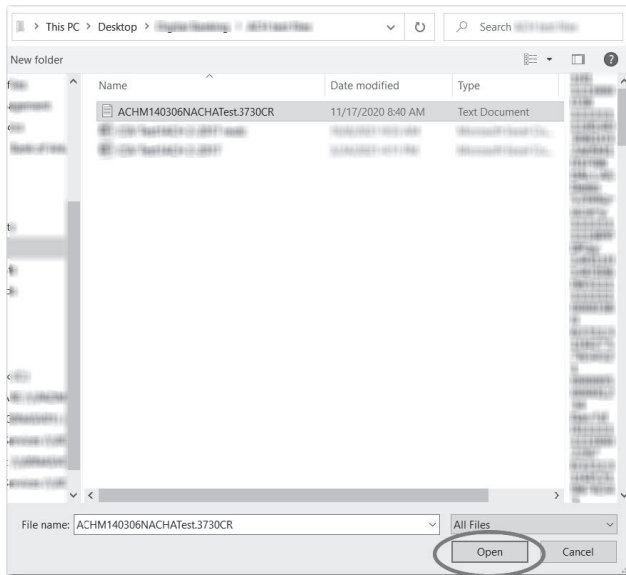In the screen below, click on the button "Upload a File".
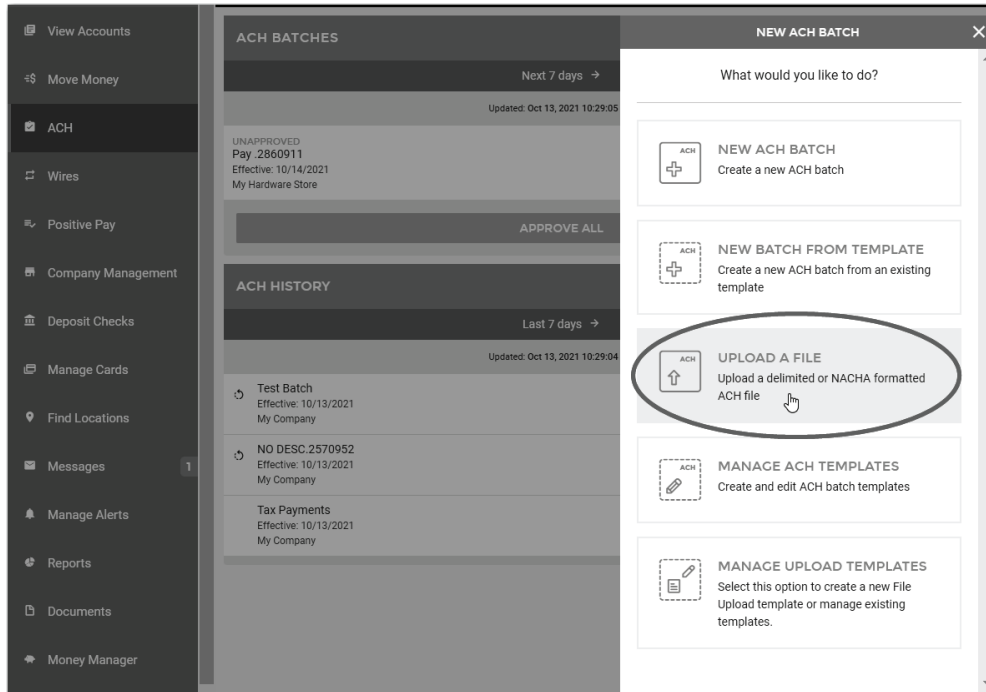
Step 4: Select "Select a File"

You can upload a NACHA formatted file or a delimited file to begin creating a new ACH batch.

Step 5: Uploading NACHA File

You will need to select the NACHA file from your PC and select "Open"

You will then see this displayed on the screen. If you have uploaded this file before there will be a warning message stating as such. If you are confident you have selected the correct file, select "Next".
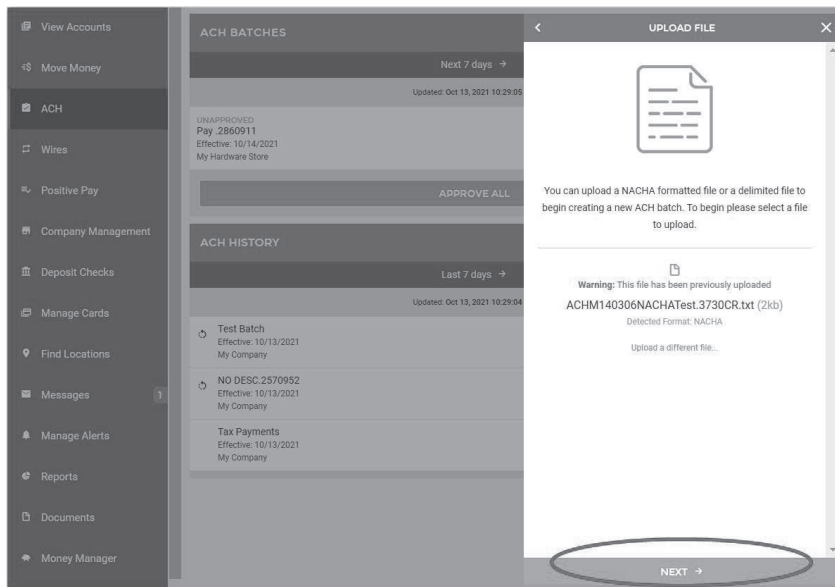
Step 6: NACHA - Upload Details

You will then need to choose your ACH Company for this batch and the Offsetting account. You will then see the information in which was brought in from the file. Place a check mark next to the batches that you would like to include. You can review the details of the batch by selecting the drop-down arrow next to the check mark. Once completed, then select "Next".

Step 7: NACHA - Review File Upload and Submit
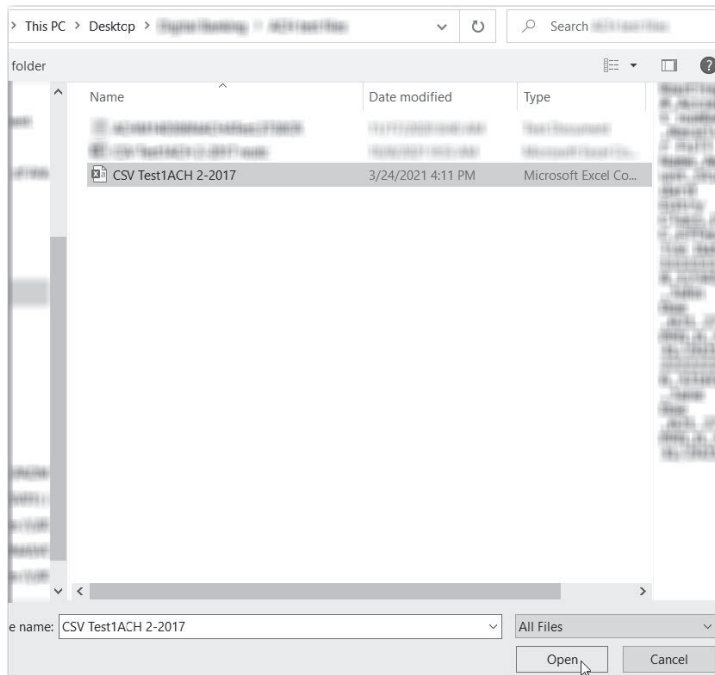
Review the information for accuracy and then select "Submit File"

Step 8: Uploading Delimited File

You will need to select the delimited file from your PC and select "Open"


You will then see this displayed on the screen. If you have uploaded this file before there will be a warning message stating as such. If you are confident you have selected the correct file, select "Next".
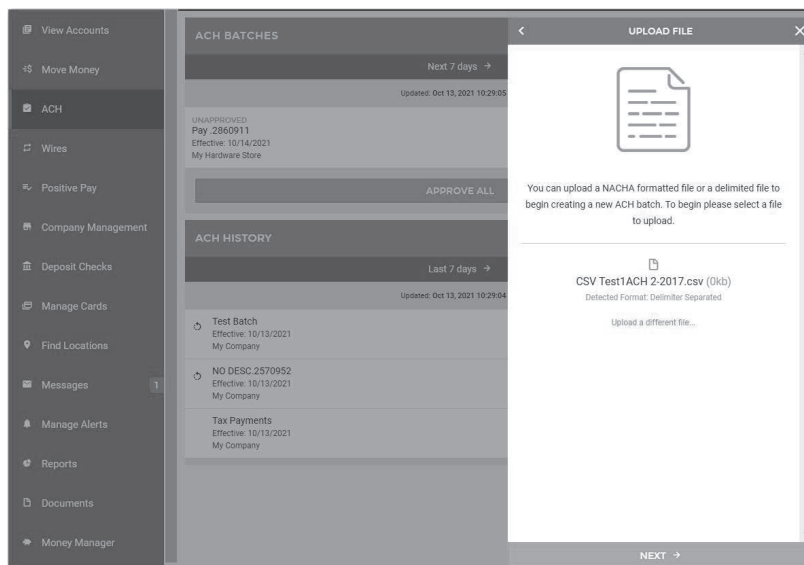
Step 9: Delimited – Upload Details

For the first time loading a delimited file you will need to select all fields that are included within that delimited file, and the order in which they are presented in the file. There are four required fields, you may click and drag on the grid to the right of the field to place them in order according to your file.
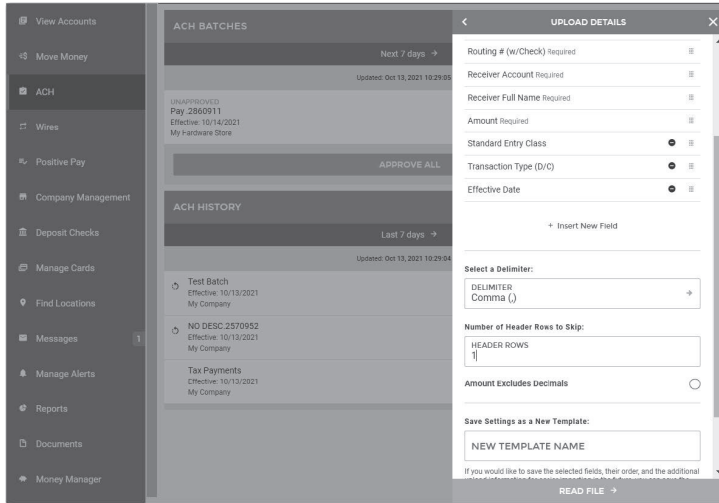

If you need to add any additional fields that you have in your file, select "Insert New Field" and choose from the list.

Note: If your file does not contain a transaction type of either a debit or a credit, it will be presumed as a debit. We highly recommend that you add transaction type to your upload file.
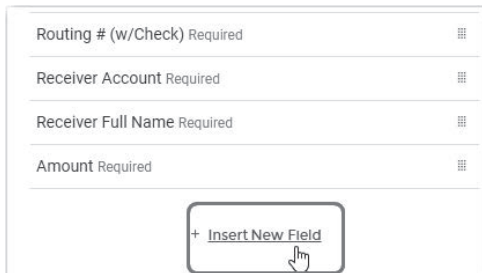
You will then make sure that the correct delimiter is set for your file type, as well as indicate if there are any header rows to skip. If your amounts in your file exclude decimals, then you will need to indicate by select the bubble.
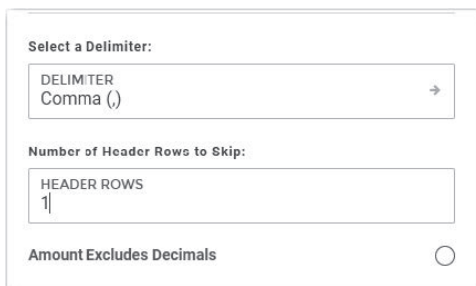
If this is a common file layout that you will upload in the future, you may save this as an upload template to use for the future. This will prevent you having to enter the file layout information in again.

Verify that all information is correct and select "Read File".

You will then need to choose your ACH Company for this batch and the Offsetting account. You will then see the information in which was brought in from the file. After completing select "Next".

Step 10: Delimited – Review File Upload and Submit

Review the information on the screen for accuracy. Verify your total debits and credits, as well as recipients. After you have verified, select "Submit File".