1st Source Bank Helpful Hints: ACH – Creating a File Import Profile & Uploading a NACHA File

If you use NACHA files to import your recipients and payment amounts a profile needs to be created before submitting the file. This Helpful Hint will cover creating this type of profile and uploading a NACHA file to BBO Treasury.

Creating a File Import Profile

1. From the BBO Treasury Dashboard click **Payments**.
2. Under **Payment Tools** select **Import Profiles.**
3. Select + Create Profile
4. Enter A **Profile Name** to assign to the profile being created.
5. Use the dropdown arrow to the right of **File Format** and select **ACH NACHA.**
6. Click **Next**.
7. For **File Content Type** the options may include **Non-Repetitive, Template,** and **Recipients** based on user entitlements. *Most users will create the Import Profile by selecting the **Recipient** option.* Please note, The **Profile Access, Recipient Import,** and **Option** selections will be dependent on the File Content Type.
8. Choose either **Public** or **Private** for the **Profile Access**. If Public, anyone with the proper user entitlements can view or edit this Import Profile. Private restricts the Import File to the creator of the file.
9. The **Recipient Import** or **Template Import** options will determine how BBO Treasury will import the recipients when uploading the NACHA file. Selections may include **Replace All Existing Recipients, Append New Recipients,** or **Replace Existing Recipients and Append New Recipients.**
10. If using Non-Repetitive payment the Recipient Import or Template Import options do not apply. Instead, select the **Offset Creation Level**. Either **Batch** or **Transaction** selections may be available.
11. In the **Options** section the available check boxes are dependent on the user entitlements and the File Content Type selected. The selections may include Check **Record Counts, Check Hash Totals, Remove Amounts,** or **Check For Duplicate Files and Reject Duplicates.**
12. Select **Next.**
13. Preview your selections. If changes are needed select **Back** or click **Submit Profile** to continue.
14. A **Successful Submit** message will appear click Manage Profiles to be returned to the Manage Payment Import Profiles screen.
15. The Import Profile should appear under **Profile Name**.

1. Navigate to the BBO Treasury Dashboard then click **Payments**.
2. Under **Create ACH Payments** and select the **ACH payment type.**
3. Enter a **Company Entry Description**. This is a 10 character or less description of the payment being scheduled.
4. Select an **Originating Account and Company ID** (*provided by 1st Source*). The accounts and Company ID's available will be determined by the user entitlements.
5. **Company Discretionary Data** may also be added.
6. Enter an **Effective Date** for the payment being scheduled.
7. Click on the **Frequency** of the transfer**.** To create a one time transfer select **One Time Only.**
   Additional information will be required if you select recurring.
8. In the Recipients section click **Import From Profile.**
9. Click the drop-down arrow to the right to select the **Profile.**
10. Select **Browse** to find the NACHA file to upload for the payment being submitted.
11. Click **Next.**
12. Preview the recipients to be imported from the file selected. You can add the recipients to the Master Recipient List by checking the **Save All Imported Recipients to the Master List** box in the **Options** field.
13. If the recipients and the banking information is correct click **Import File.**
14. The Recipients are loaded to the Recipients section of BBO Treasury. The **Amount**, whether this is a **Credit** or **Debit,** and **Status** can be changed at this time.
15. Click the plus sign if any **Addenda** is to be added to this payment.
16. Click **Continue.**
17. A preview of your payment is displayed. Click **Edit Payment** if any changes are needed. You may also be required to enter your **Password**. Enter your password then click **Submit Payment.**
18. A **Successful Submit** message should appear along with a reference number.
19. The option to **Save as Template** is available if future payments using the same Import File information is necessary or click **Payment Center.**
20. When returned to the Payment Center the ACH payment that was scheduled should be listed with the date and dollar amounts entered. *Approval at Payment requires an additional approval.*