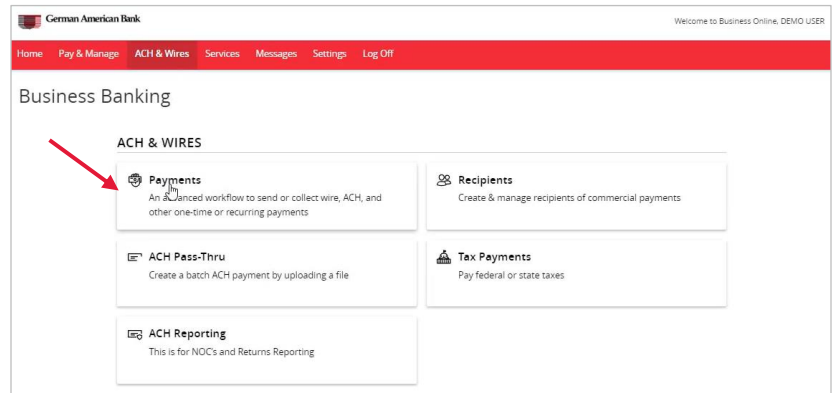


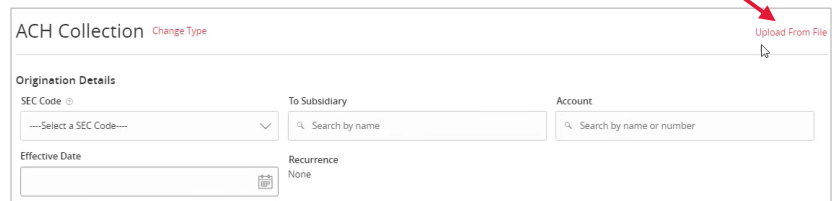
Select the 'ACH & Wires' menu and then select the 'Payments' tile.



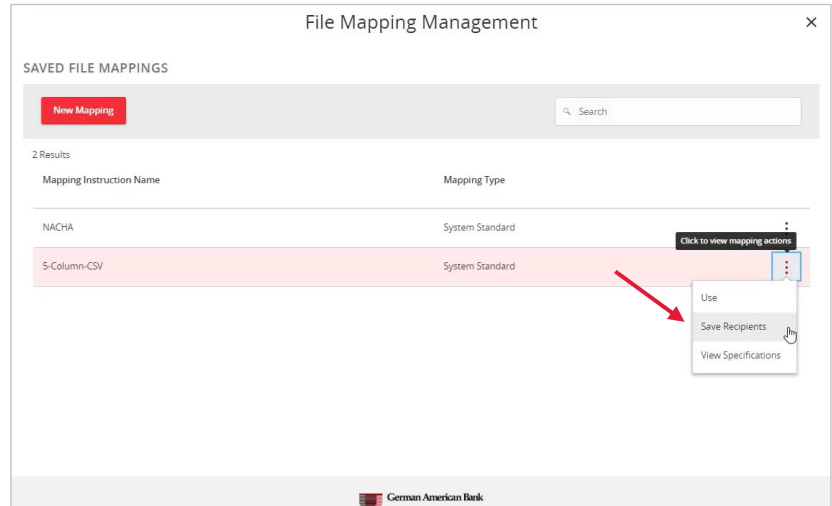
1. Select 'New Payment' and then select the desired Payment Type.



2. Select "Upload From File" in the top right corner of the screen.



- Click the three dots and select the 'Save Recipients' option in the drop-down menu.



File Mapping Management

SAVED FILE MAPPINGS

New Mapping

Search

2 Results

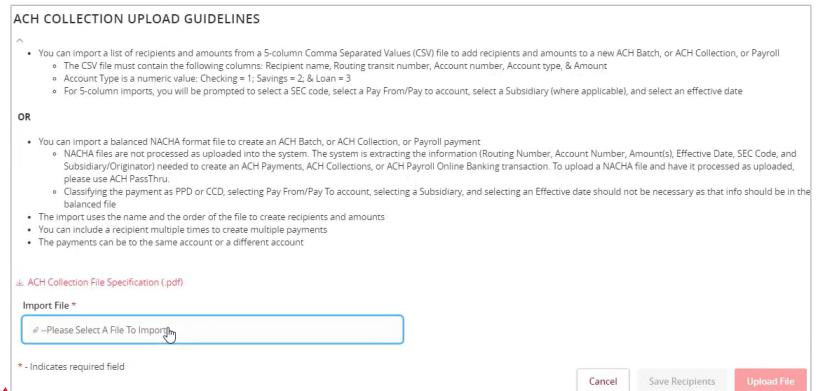
Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard

Click to view mapping actions

- Use
- Save Recipients
- View Specifications

German American Bank

- Select the 'Import File' box to browse and select the file to be uploaded on the computer.



ACH COLLECTION 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 Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

OR

- You can import a balanced 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, Account Number, Amounts), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
 - Classifying the payment as PPD or CCD, selecting Pay From/Pay to account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that info should be in the balanced file
- 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 Collection File Specification (.pdf)

Import File *

⌵ --Please Select A File To Import

* - Indicates required field

Cancel Save Recipients Upload File

- Select 'Save Recipients' to automatically add the recipients into the master recipient list.



ACH Collection File Specification (.pdf)

Import File *

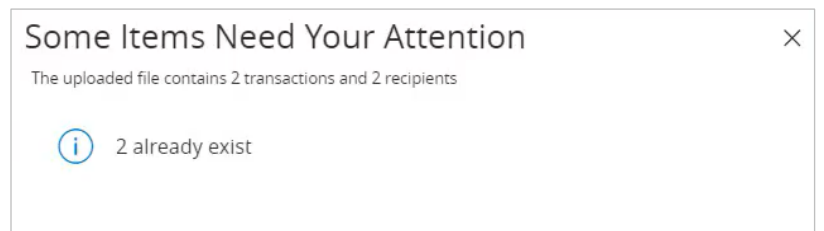
⌵ AchCollection-sample (3).csv

* - Indicates required field

Cancel Save Recipients Upload File

NOTE: Select 'Upload File' if the ACH or wire file will need to be processed by German American Bank.

NOTE: A confirmation screen will appear when the file import and all necessary information has been successfully completed.



Some Items Need Your Attention

The uploaded file contains 2 transactions and 2 recipients

i 2 already exist

We're here to help. Treasury Support: 800-697-0049
treasury.management@heartland.bank

NOTE: If there is a problem with the file being imported, an overlay message will appear on the screen with a notification.

Potential examples may include:

- ABA number contains more or less than 9 digits.
- The file being imported is not in NACHA or CSV format.