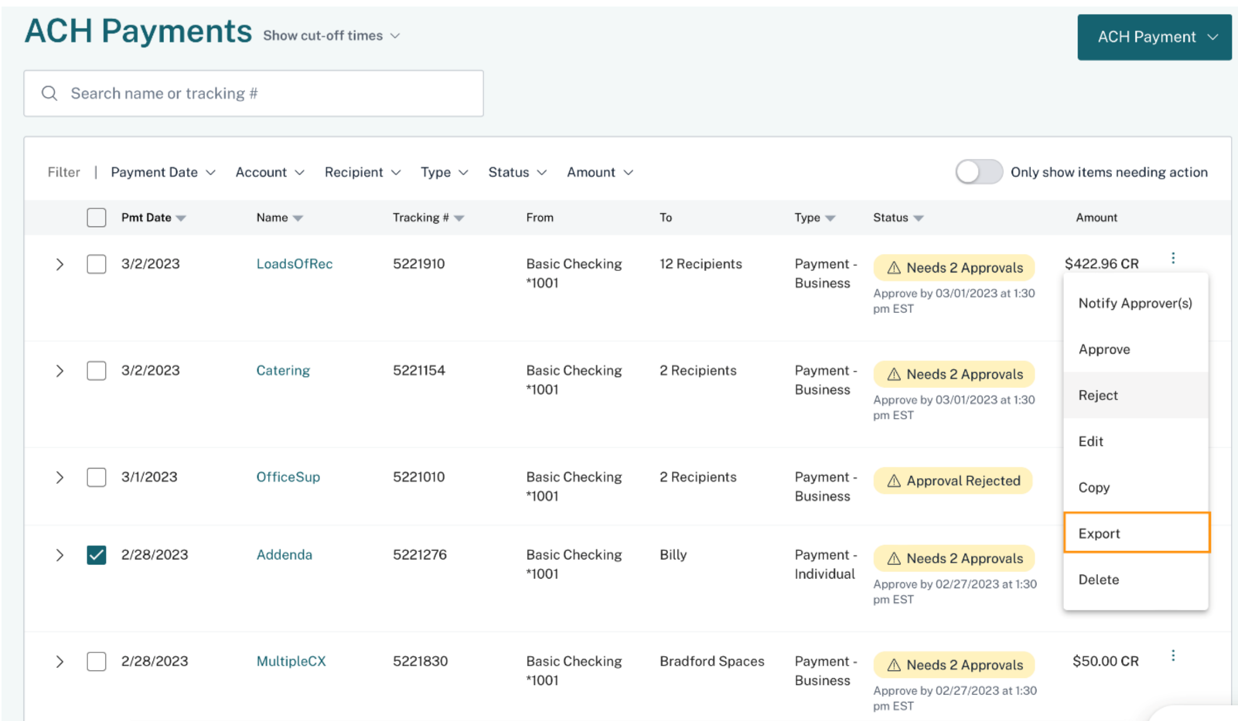
ACH: Export

Exporting ACH Payment Recipients

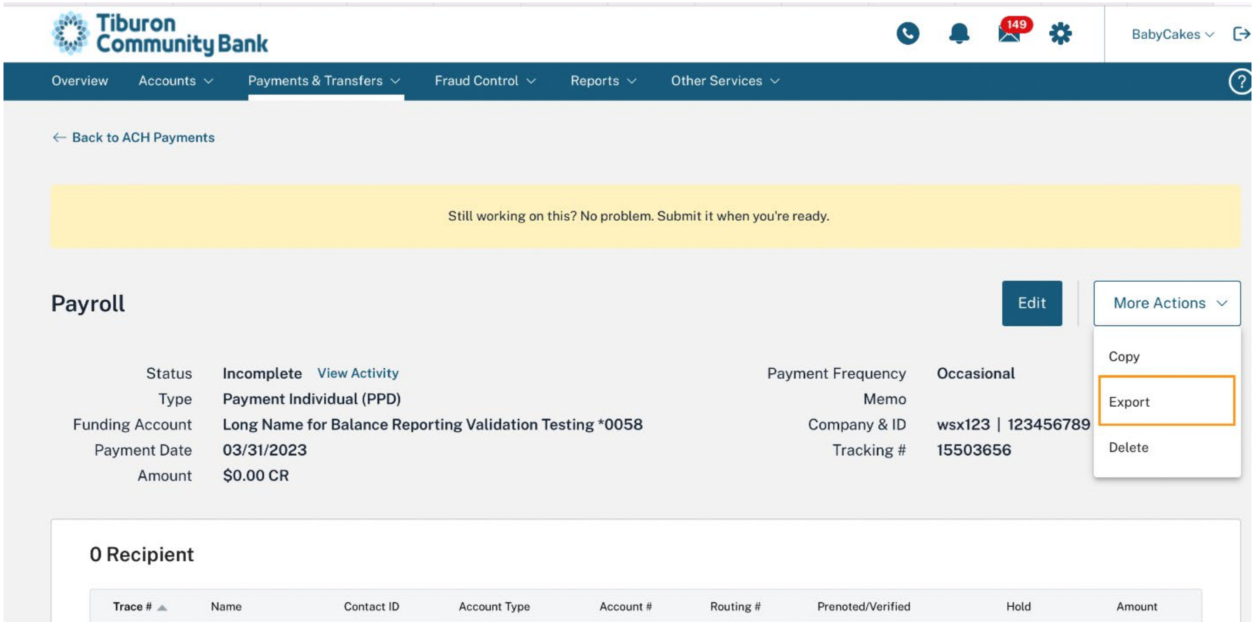
Exporting allows commercial users to download transaction items from ACH payments to files on their computers in either the NACHA or Tab Separated (TSV) format. Users can export payments in any status and that were manually created or imported. TSV exports are available only when exporting single transactions. NACHA exports can be on single transactions or multiple transactions.

On the ACH Payments page, the user can select **Export** in 4 ways:

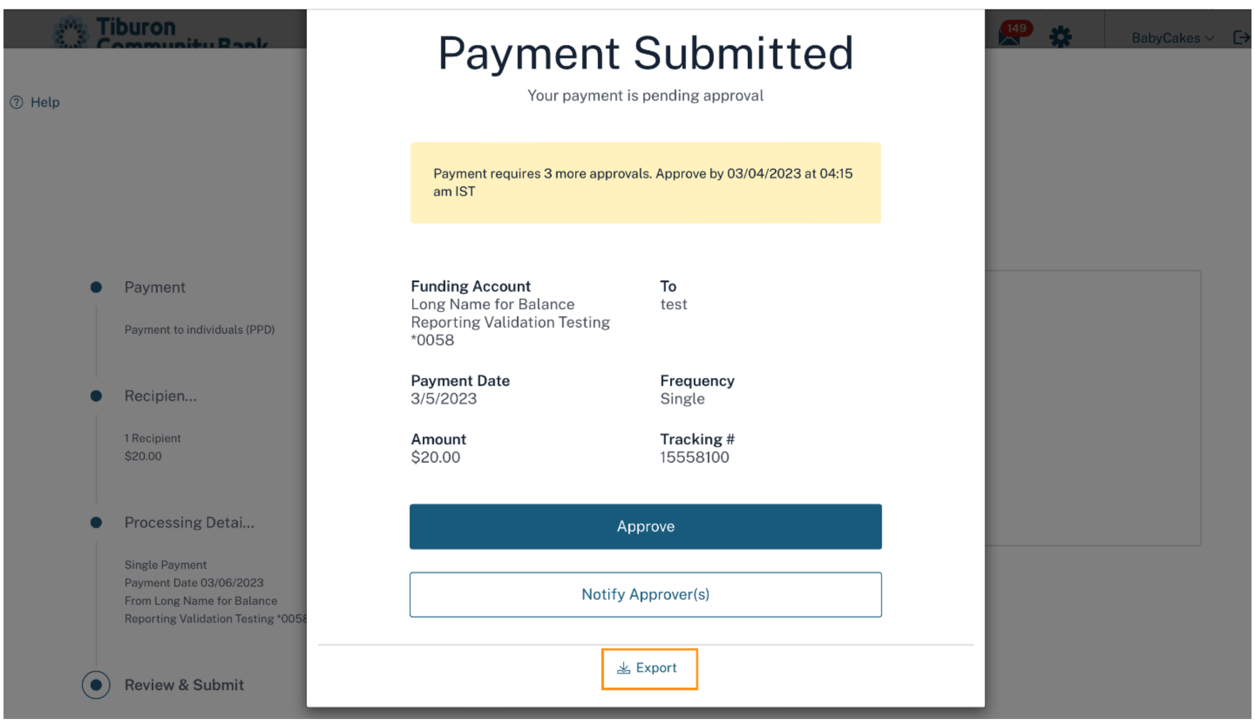
1. Users can select **Export** from the kebab menu dropdown on the transaction row. Refer below for the kebab menu dropdown on the transaction row:



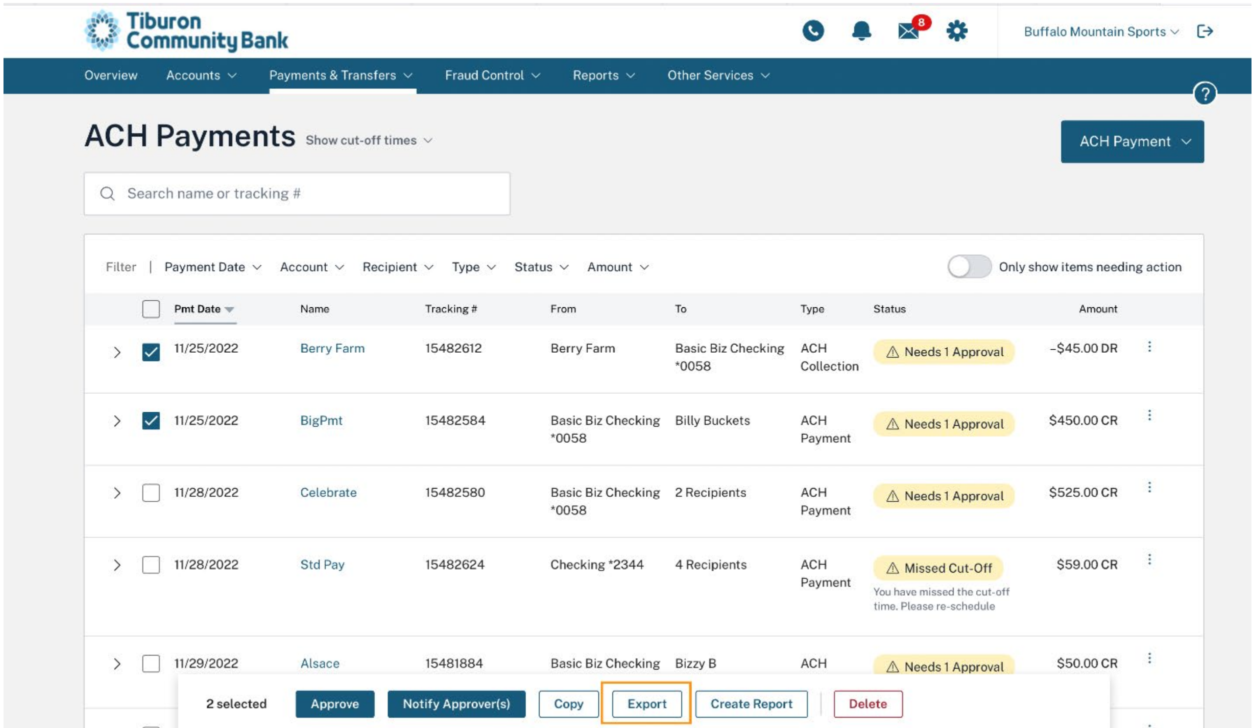
2. Users can also select **Export** from the **More Actions** dropdown on the Payment Detail page. Refer below:



3. Users can select **Export** at the bottom of the Confirmation pop-up window when creating or editing a payment or collection. Refer below:

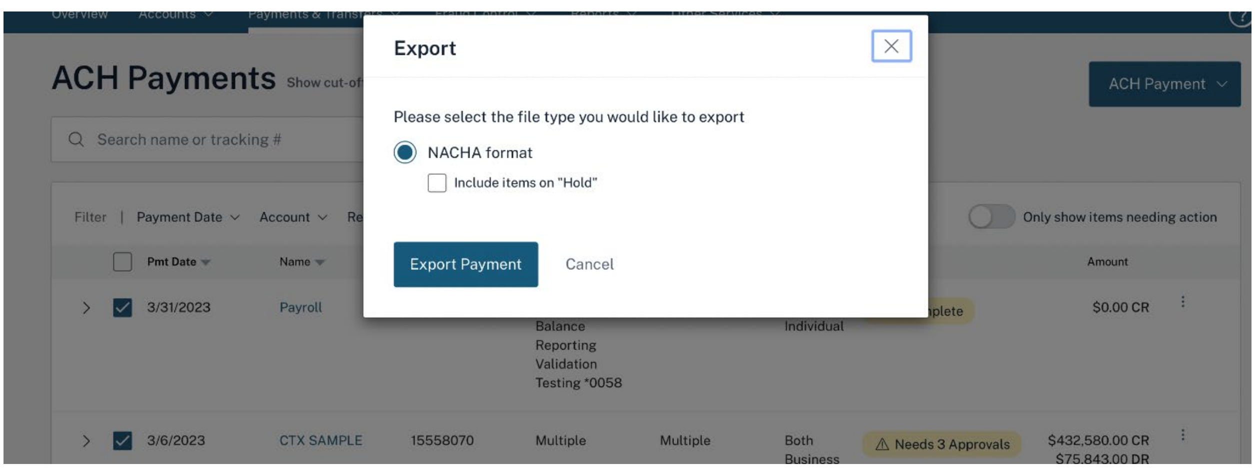


4. Users can select **Export** from the action bar buttons at the bottom of ACH Payments for single or multiple entries. Refer below:



Export Workflow

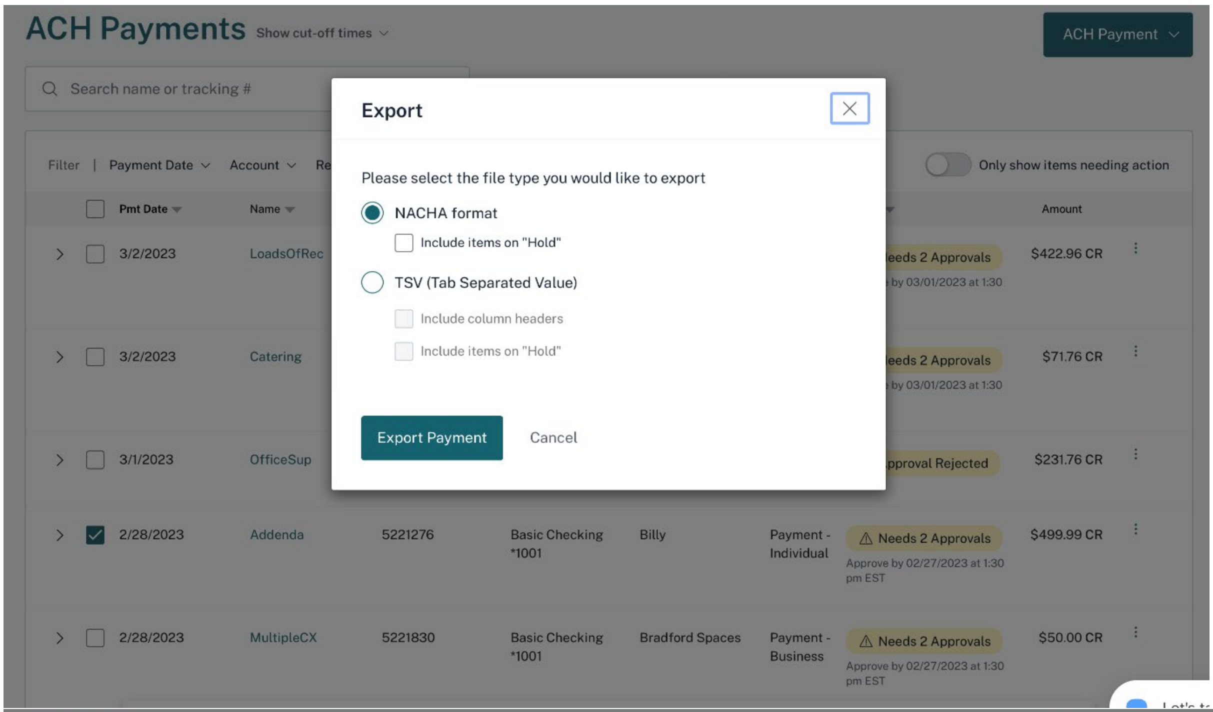
1. The user can adjust Filter criteria on the ACH Payment list, if necessary, to locate the desired payments that they want to export. Once the user selects **Export**, using any of the 4 above mentioned ways, they can proceed with the next steps.
2. **Bulk Export** - When the user wants to do a bulk export, they must select the checkbox next to each entry they want to export. If they select multiple entries, they get the same pop-up as a single entry, but without the TSV option. Refer below:

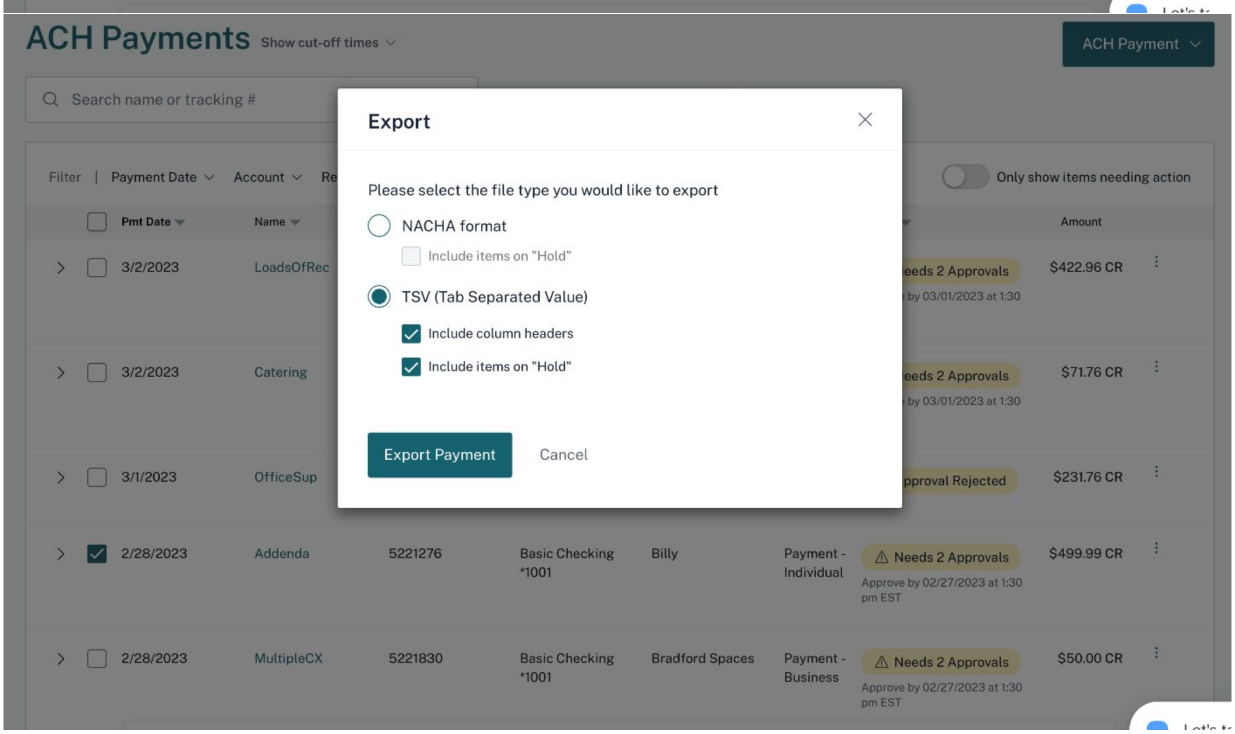


3. If users select a single entry, a pop-up window appears giving users a choice of exporting as a NACHA formatted file or a TSV file. The user will have to select the format in which they want to export the payment.

a) **NACHA formatted File** – The payment(s) will be exported as a text (.txt) file in NACHA format. The user can choose to include items on Hold in the exported file.

b) **Tab Separated Value Format** – The payment items will be exported in Tab Separated Value (.tsv) format. The user can choose to include items on Hold in the exported file. In addition to this, they can also specify if they want to include column headers within the TSV file.





4. Users will need to click **Export Payment** to proceed with the export.
5. The system will use the browser's native file download function, and a .TXT file will likely appear at the bottom of the user's browser window.
6. To view the file after the export operation is complete, the user needs to double-click on the system-generated file name.

Payment Item Field Definitions

The following information is displayed for each exported payment in TSV format.

Field	**Description**
Name	The recipient's name
ID	A unique number used to identify the recipient (e.g., an employee ID number). This is an optional field when creating a payment, so there might not be any data under this in a TSV export
Account Number	The account at the recipient's institution that is debited or credited for the transaction amount
Account Type	Checking, Savings, or Loan
R&T Number	The Routing & Transit number (sometimes called the ABA number) of the recipient's Financial Institution
Amount	The transaction amount deposited into the recipient's account for credit transactions or withdrawn from the account for debit transactions
Description/Addenda	Extra remittance information included with the payment
Debits/Credits	Indicates "C" for a credit item or "D" for a debit item

Field	Description
Hold	“Yes” in the file indicates the recipient was placed on hold, and “No” indicates the recipient was not placed on hold