

# 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:

The screenshot shows the 'ACH Payments' interface. At the top, there's a search bar and a 'Show cut-off times' dropdown. Below is a table with columns: Filter, Payment Date, Account, Recipient, Type, Status, Amount, and a kebab menu. The table lists five transactions. The transaction with ID 5221276 (Addenda) is selected, and its kebab menu is open, showing options: Notify Approver(s), Approve, Reject, Edit, Copy, Export (highlighted), and Delete.

Filter	Payment Date	Account	Recipient	Type	Status	Amount		
>	<input type="checkbox"/> 3/2/2023	LoadsOfRec	5221910	Basic Checking *1001	12 Recipients	Payment - Business	<span>Needs 2 Approvals</span> Approve by 03/01/2023 at 1:30 pm EST	\$422.96 CR
>	<input type="checkbox"/> 3/2/2023	Catering	5221154	Basic Checking *1001	2 Recipients	Payment - Business	<span>Needs 2 Approvals</span> Approve by 03/01/2023 at 1:30 pm EST	
>	<input type="checkbox"/> 3/1/2023	OfficeSup	5221010	Basic Checking *1001	2 Recipients	Payment - Business	<span>Approval Rejected</span>	
>	<input checked="" type="checkbox"/> 2/28/2023	Addenda	5221276	Basic Checking *1001	Billy	Payment - Individual	<span>Needs 2 Approvals</span> Approve by 02/27/2023 at 1:30 pm EST	
>	<input type="checkbox"/> 2/28/2023	MultipleCX	5221830	Basic Checking *1001	Bradford Spaces	Payment - Business	<span>Needs 2 Approvals</span> Approve by 02/27/2023 at 1:30 pm EST	\$50.00 CR

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

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BabyCakes

Overview
Accounts
Payments & Transfers
Fraud Control
Reports
Other Services

← Back to ACH Payments

Still working on this? No problem. Submit it when you're ready.

Payroll

Edit
More Actions

Status: Incomplete
View Activity
Type: Payment Individual (PPD)
Funding Account: Long Name for Balance Reporting Validation Testing \*0058
Payment Date: 03/31/2023
Amount: \$0.00 CR

Payment Frequency: Occasional
Memo:
Company & ID: wsx123 | 123456789
Tracking #: 15503656

Copy
Export
Delete

0 Recipient

Trace #	Name	Contact ID	Account Type	Account #	Routing #	Prenoted/Verified	Hold	Amount
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- Users can select **Export** at the bottom of the Confirmation pop-up window when creating or editing a payment or collection. Refer below:

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BabyCakes

Help

Payment

Payment to individuals (PPD)

Recipient...

1 Recipient  
\$20.00

Processing Detail...

Single Payment  
Payment Date 03/06/2023  
From Long Name for Balance Reporting Validation Testing \*0058

Review & Submit

Payment Submitted

Your payment is pending approval

Payment requires 3 more approvals. Approve by 03/04/2023 at 04:15 am IST

Funding Account  
Long Name for Balance Reporting Validation Testing \*0058

To  
test

Payment Date  
3/5/2023

Frequency  
Single

Amount  
\$20.00

Tracking #  
15558100

Approve

Notify Approver(s)

Export

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

**Tiburon Community Bank**

Overview Accounts Payments & Transfers Fraud Control Reports Other Services

ACH Payments Show cut-off times

ACH Payment

Search name or tracking #

Filter | Payment Date | Account | Recipient | Type | Status | Amount

Only show items needing action

	Pmt Date	Name	Tracking #	From	To	Type	Status	Amount
>	<input checked="" type="checkbox"/> 11/25/2022	Berry Farm	15482612	Berry Farm	Basic Biz Checking *0058	ACH Collection	Needs 1 Approval	-\$45.00 DR
>	<input checked="" type="checkbox"/> 11/25/2022	BigPmt	15482584	Basic Biz Checking *0058	Billy Buckets	ACH Payment	Needs 1 Approval	\$450.00 CR
>	<input type="checkbox"/> 11/28/2022	Celebrate	15482580	Basic Biz Checking *0058	2 Recipients	ACH Payment	Needs 1 Approval	\$525.00 CR
>	<input type="checkbox"/> 11/28/2022	Std Pay	15482624	Checking *2344	4 Recipients	ACH Payment	Missed Cut-Off You have missed the cut-off time. Please re-schedule	\$59.00 CR
>	<input type="checkbox"/> 11/29/2022	Alsace	15481884	Basic Biz Checking	Bizzy B	ACH	Needs 1 Approval	\$50.00 CR

2 selected **Approve** **Notify Approver(s)** **Copy** **Export** **Create Report** **Delete**

## 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:

ACH Payments Show cut-off times

ACH Payment

Search name or tracking #

Filter | Payment Date | Account | Recipient | Type | Status | Amount

Only show items needing action

Please select the file type you would like to export

☒ NACHA format

☐ Include items on "Hold"

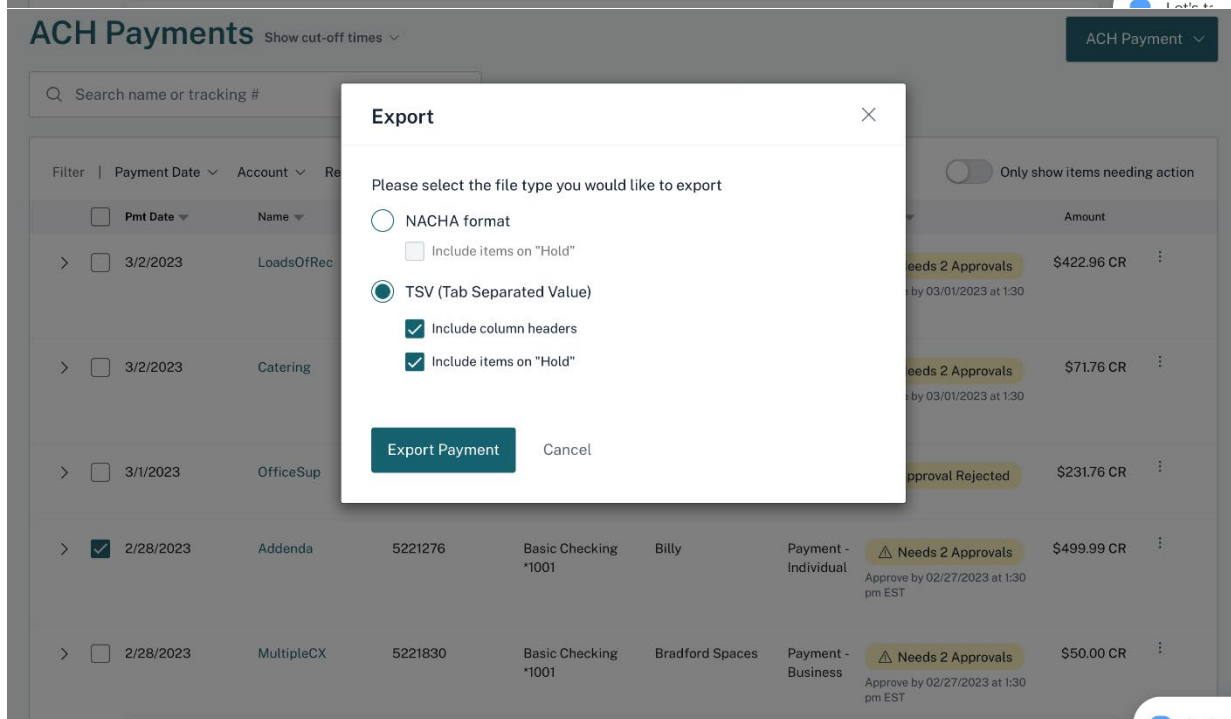
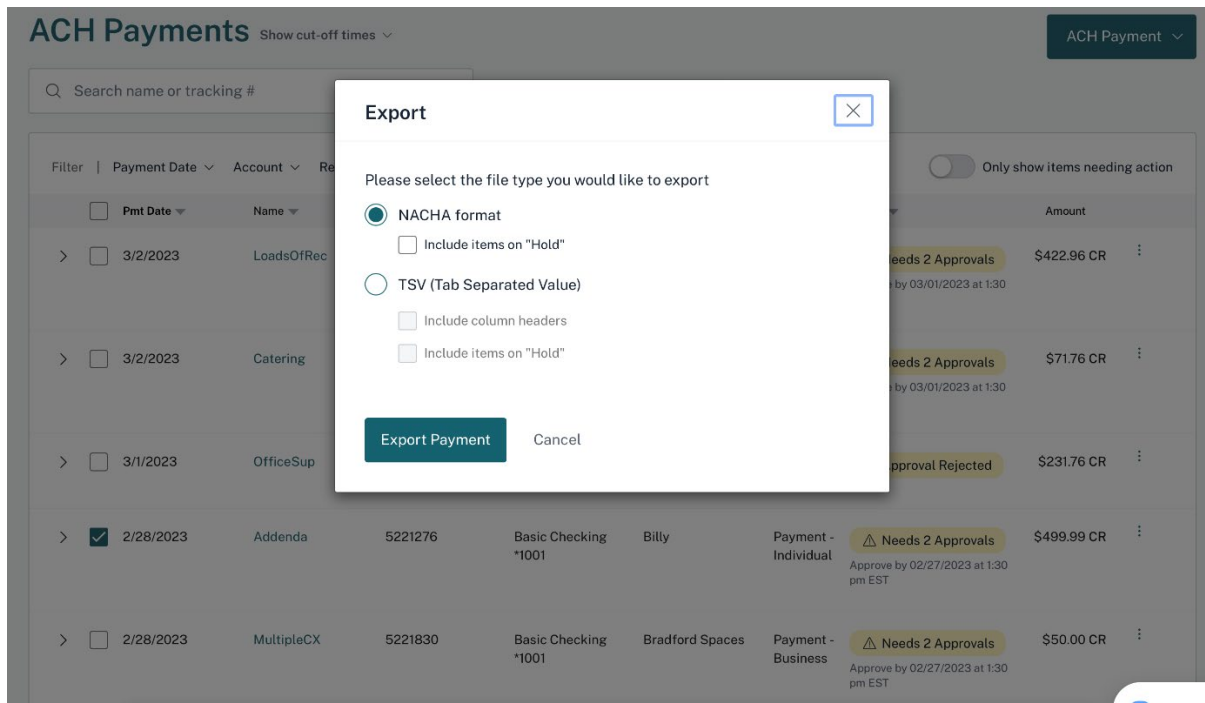
**Export Payment** Cancel

Balance Reporting Validation Testing \*0058

> ☒ 3/6/2023 CTX SAMPLE 15558070 Multiple Multiple Both Business Needs 3 Approvals \$432,580.00 CR \$75,843.00 DR

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